

Meeting Agenda

Follow the steps below to help keep your Working Group meetings productive and focused. And do not forget: your Engagement Coordinator is here to answer any questions!

Organizing:

Set Meeting Objectives:

- Clearly define the purpose of the meeting.
- Determine what needs to be achieved.
- Decide whether the meeting is for decision-making, problem-solving, information-sharing, brainstorming, or planning.

Prioritize Agenda Items & Set Time Limits:

- Make a list of topics that need to be discussed during the meeting.
- Prioritize the items based on their importance, urgency, and relevance to the meeting objectives. Allocate specific time limits for each agenda item.
- Be realistic about the time needed for discussions and avoid cramming too many items into the agenda.

Include Key Information

- If applicable, provide relevant background information or materials for agenda items to help participants prepare and contribute effectively to discussions.
- Include links to documents, reports, or presentations that will be discussed during the meeting.

Share Meeting Logistics:

- Choose a suitable date, time, and location for the meeting.
- Consider whether it will be an in-person, virtual, or hybrid meeting and communicate the details accordingly.
- Share the meeting details and agenda with all invited participants.
- Clearly specify who is expected to lead or present each agenda item.

Executing:

Agenda Structure:

- Begin with reviewing previous meeting minutes (if applicable).
- Address ongoing projects or initiatives in order of priority.
- Allow opportunities for questions, brainstorming, feedback, and open discussion.

Facilitate the Meeting:

- Stick to the outlined agenda and time allocations.



- Encourage participation from all attendees.
- Keep discussions focused and on track.
- Record minutes or notes during the meeting for future reference.

Assign Responsibilities:

- Assign responsibilities to participants for follow-up tasks and action items.
- Ensure all participants are aware of decisions made and next steps.

Follow-Up:

- Summarize key points, decisions, and action items at the end of the meeting.
- Distribute meeting minutes promptly to attendees.
- Ensure clarity on tasks and responsibilities assigned

Here is a sample Agenda from our Princeton Working Group:

Princeton Alcohol Use Disorder Working Group May Meeting

May 9, 2023

8:00 - 9:00am

Teams Meeting Link:

Join on your computer, mobile app, or room device

[Click here to join the meeting](#)

Meeting ID: 268 423 218 982

Passcode: Q9UKGa

[Download Teams](#) | [Join on the web](#)

AGENDA

8am -8:10am

1. Welcomes and Opening Rounds (Stand-in Chair: Heather Allen)
2. Approval of Agenda
3. Approval of Minutes (to be completed at next meeting)

8:10am – 8:35am

4. Reports
 - a. Presentation to Mayor and Council (Heather)
 - b. Student-led AUD group and school survey (Karen)
 - c. Update on Facebook (Nienke via email)
 - d. Other
 - e. Internship update (Tom)

8:35am-8:55am

5. Review Action Plan



- a. TGIF party, Aug 11 (All)
- b. Public event: overdose awareness (Karen)
- c. Other

8:55am-9am

6. Membership and Meeting Frequency/Duration
7. Next meeting: June 6th, or at the call of the Chair

Attachments required: pdfs of Action plan, Karen's Survey