

## Meeting Agenda

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### Preparation

- The Keystone advisor and officers (planning team) should plan each Keystone meeting in advance.
- Download the **Meeting Planner** resource and use it to plan all items included in the meeting.
- Transfer details from the **Meeting Planner** to the **Meeting Agenda** (page 2).
- See the **Sample Keystone Meeting Agenda** (page 3) to see how the agenda should look.
- Download the **Guidelines for Facilitating Meetings** resource and review it for tips on leading the meeting.
- Print copies of the **Meeting Agenda** (page 2).

### Step-by-step instructions

- Distribute copies of the completed **Meeting Agenda** (page 2) to all Keystoners.
- Use the completed **Meeting Agenda** to facilitate the meeting.

## Keystone Meeting Agenda

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Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Facilitator \_\_\_\_\_ Co-facilitator \_\_\_\_\_

Meeting note-taker \_\_\_\_\_

Leader of community builder \_\_\_\_\_

Leader of reflection/recognition \_\_\_\_\_

Agenda item	Person(s) responsible
1. Warm welcome (5 minutes)	
2. Community builder (5 minutes)	
3. Group agreements (3 minutes)	
4. Meeting introduction (2 minutes)	
5. Focus/discussion topic (30 minutes) _____	
6. Reflection (5 minutes)	
7. Recognition (5 minutes)	
8. Closing (5 minutes)	

## Sample Keystone Meeting Agenda

Date September 5 Time 4:00 p.m. Location Teen lounge

Facilitator Han Kim Co-facilitator Faysal Baluch

Meeting note-taker Deanne Wilson

Leader of community builder Lucas Martinez

Leader of reflection/recognition Sasha Kozlov

Agenda item	Person(s) responsible
1. Warm welcome (5 minutes)	<b>Han Kim, Faysal Baluch</b>
2. Community builder (5 minutes)	<b>Lucas Martinez</b>
3. Group agreements (3 minutes)	<b>Faysal Baluch</b>
4. Meeting introduction (2 minutes)	<b>Han Kim</b>
5. Focus/discussion topic (30 minutes) <u>Elect Officers</u>	<b>Han Kim</b>
6. Reflection (5 minutes)	<b>Sasha Kozlov</b>
7. Recognition (5 minutes)	<b>Sasha Kozlov</b>
8. Closing (5 minutes)	<b>Faysal Baluch</b>