

Bates

Office of Human Resources

Meeting date: (meeting date)
Time: (start and stop time)
Location: (physical location or Zoom link)
Attendees: (people who will be in attendance)
Meeting Facilitator: (person who calls the meeting and sets the agenda)
Timekeeper: (assigned by the facilitator)
Recorder: (assigned by the facilitator)

Meeting type: (select one and list it at the top of the agenda. Use the meeting type to inform the agenda.)

DECIDE

LEARN

DO

BOND

DECIDE

What is the problem we are trying to solve? What next steps need to be taken, and by whom? What is stopping you from making a decision? What is the next best thing you can do based on the information you have? The decision owner is responsible for implementing the decision, responding to questions about how the decision was made, and is accountable for the process.

LEARN

What will attendees learn, and what will they do with what they learned?

DO

What actions will attendees take in the meeting? What will be accomplished in the meeting?

BOND

How will attendees feel at the end of the meeting?

Agenda owner and facilitator: the person who schedules the meeting has the responsibility for running the meeting, including preparing and sharing the agenda at least 24 hours in advance, adhering to the agenda, assigning a timekeeper and recorder, and creating a psychologically safe environment where all attendees can participate contribute fully.

Timekeeper: the agenda owner will assign a timekeeper who will track the time and prompt the agenda owner to speed up the meeting and notify attendees when the meeting is about to conclude, e.g., we have 10 minutes left.

Recorder (decisions, action items, progress update): the recorder documents decisions, action items, and who is responsible for the action items, and summarizes the progress on a project. The recorder sends their meeting summary to all attendees within 24 hours of the meeting concluding.