

Meeting Agenda Templates

Pick the right agenda for your next meeting

Meetings can be a powerful tool for making and implementing decisions but they're rarely as disciplined and focused as leaders need them to be. One way to ensure your meetings stay on track is to use an agenda. While this may seem straightforward, depending on your meeting's goal, one type of agenda might be more appropriate than another.

Below, we've summarized three common agendas, and provided guidance on which one might be the best fit for your next meeting. In the following pages, we provide more details on each agenda. Regardless of the agenda you choose, however, best practice is sharing it in advance so everyone understands the meeting's purpose and can prepare.

Three common agenda types

Agenda type



Consent



Input



Update

Overview

- Consolidate agenda items that require minimal attention and vote to approve at once
- Focus on 1-2 topics to discuss in-depth in small groups and provide feedback
- Share multiple updates and cover agenda items on several topics at once

Good for meetings with

- Routine updates and uncontroversial issues
- Topics where you need physician input and buy-in
- Multiple updates that are better shared live or in-person

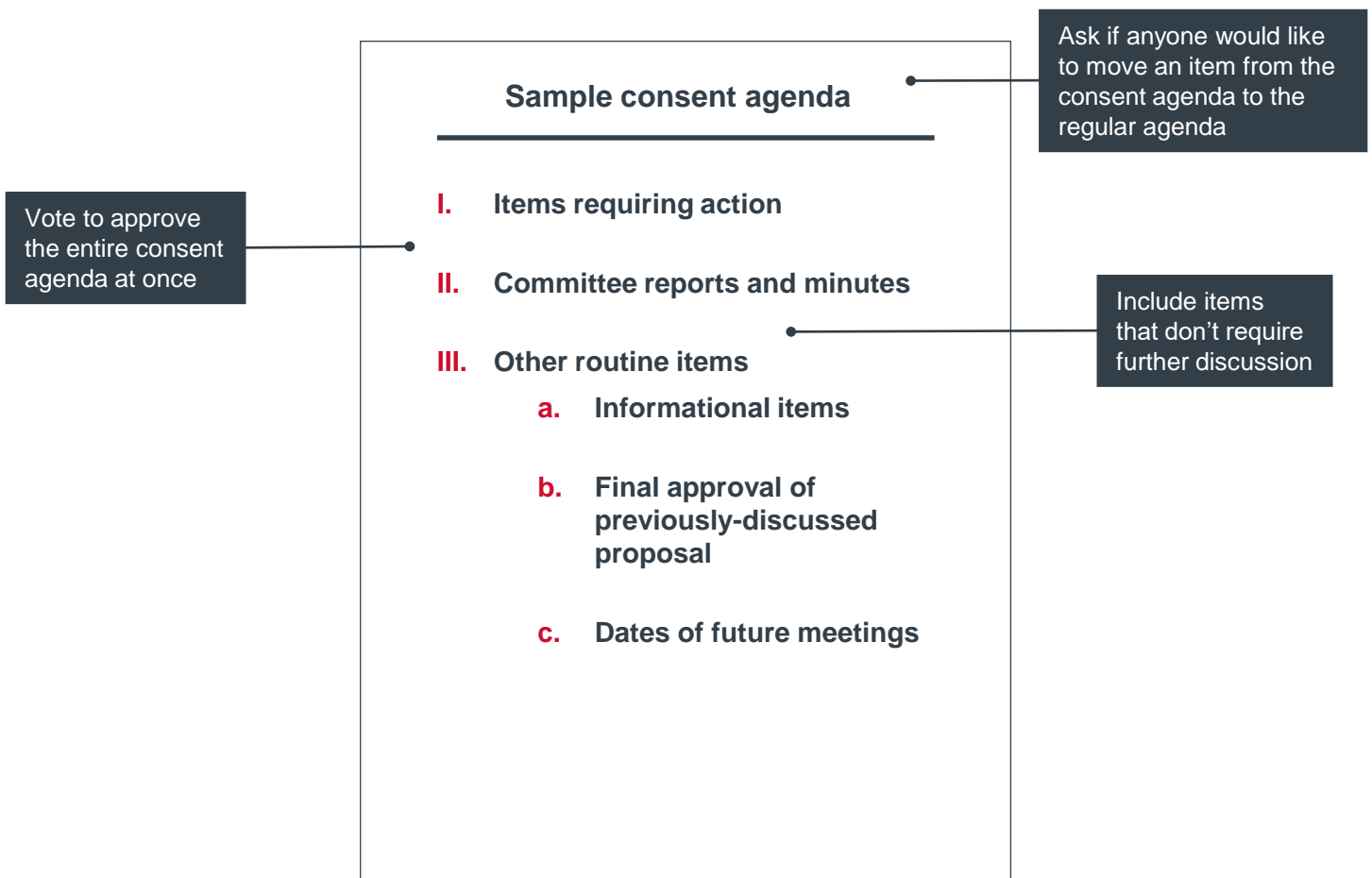
Consent Agenda

Save time too often spent on routine and uncontroversial items

Overview: A consent agenda consolidates items that require minimal attention (e.g., committee reports, meeting minutes, final approval of previously discussed proposals, etc.) into a single list. The group can then vote to approve the entire consent agenda as opposed to individually reviewing each item. This saves time and allows leaders to focus the meeting on items that need more in-depth discussion.

How to use it: Disseminate the consent agenda before the meeting so that everyone can review it in advance. Start meetings by asking whether anyone would like to move an item from the consent agenda to the regular agenda. Vote to adopt the consent agenda and proceed to the regular agenda.

Use case: Use a consent agenda for meetings where there are many routine updates, procedural items, and noncontroversial decisions so that you can quickly move on to more strategic discussion.



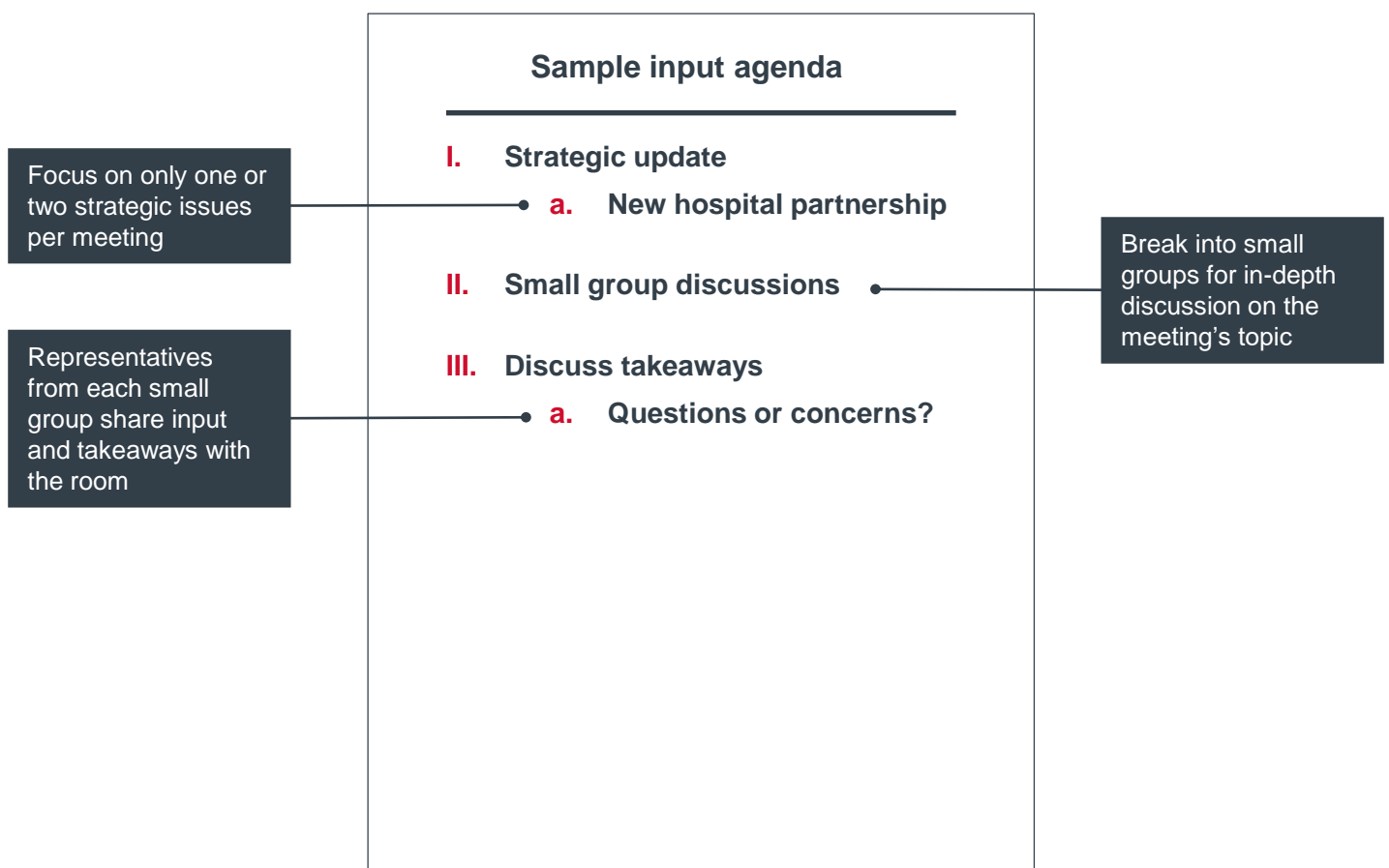
Input Agenda

Focus on a single issue to allow for lengthier and deeper discussions

Overview: An input agenda is used in meetings where leaders want to go deep on one or two topics. Rather than top-down updates and Q&A, the meeting is organized around small group discussion that allow physicians to provide feedback on the issue at hand.

How to use it: Pick one or two issues where you want physician input. Start the meeting by sharing a quick update and then break the room into small groups with no more than 8-10 physicians to discuss the meeting's topic in more depth. Then, ask a representative from each group to share their takeaways with the larger group and address any questions or concerns.

Use case: Use an input agenda for in-depth discussion on strategic topics where you need strong physician buy-in and input to succeed.



Update Agenda

Share updates and information on multiple topics at once

Overview: An update agenda is used for meetings where there are several agenda items where you want to update the group and potentially open it up for discussion. You can use this meeting to inform attendees about important updates that are better shared in person while you have the group together.

How to use it: Since updates-focused meetings cover multiple topics, they can feel less scoped. It's important to determine the structure and agenda in advance—and share this with everyone attending so they know what to expect. Make sure to stick to the purpose and time allotment for each item.

Use case: Use an update agenda for meetings where you want to provide multiple updates and get feedback from the group on several topics at once.

