

## Sample Meeting Agenda and Log

### Acting on AIDS Meeting at XYZ University

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

Purpose of meeting \_\_\_\_\_

**Attendees:** Ask all attendees to sign in with their phone numbers and e-mail addresses. Make sure to indicate people in leadership roles. Distribute an agenda before the meeting. Distribute action steps and a list to all attendees after the meeting.

### Meeting Agenda

Topic	Facilitator	Duration
1. Where we've been	_____	10 minutes
2. Discipleship/Bible study	_____	20 minutes
3. Educational item (on AIDS pandemic)	_____	20 minutes
4. Where we are/What we're doing	_____	15 minutes
5. Where we're going	_____	15 minutes
6. Announcements/Misc	_____	10 minutes

### Topic: Where we've been

Facilitator \_\_\_\_\_ Duration: 10 minutes

Discussion \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conclusions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action items \_\_\_\_\_ Deadline \_\_\_\_\_

Person responsible \_\_\_\_\_



**Topic:** Discipleship/Bible study

Facilitator \_\_\_\_\_ Duration: 20 minutes

Discussion \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Conclusions \_\_\_\_\_

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\_\_\_\_\_

Action items \_\_\_\_\_ Deadline \_\_\_\_\_

Person responsible \_\_\_\_\_

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**Topic:** Educational item

Facilitator \_\_\_\_\_ Duration: 20 minutes

Discussion \_\_\_\_\_

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\_\_\_\_\_

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Conclusions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action items \_\_\_\_\_ Deadline \_\_\_\_\_

Person responsible \_\_\_\_\_

**Topic:** Where we are/what we're doing

Facilitator \_\_\_\_\_ Duration: 15 minutes

Discussion \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conclusions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action items \_\_\_\_\_ Deadline \_\_\_\_\_

Person responsible \_\_\_\_\_

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**Topic:** Where we're going

Facilitator \_\_\_\_\_ Duration: 15 minutes

Discussion \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conclusions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action items \_\_\_\_\_ Deadline \_\_\_\_\_

Person responsible \_\_\_\_\_

**Topic:** Misc. items/announcements

Facilitator \_\_\_\_\_ Duration: 10 minutes

Discussion \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conclusions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action items \_\_\_\_\_ Deadline \_\_\_\_\_

Person responsible \_\_\_\_\_

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## Additional Information

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Special notes \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_