



Agenda Planning Form

Each participant proposes agenda items to the Chair well in advance of the meeting. This form will help you prepare your agenda.

Agenda Item: A brief statement or title of the item.

Purpose: Are you raising this item to: Provide information to others?
Discuss?
Come to a decision?

Your Recommendation (if relevant):

Time: How much time is required to discuss this item and fulfill your purpose?

How Urgent is this Item:

Name: