

Source: Annis, R. C., Beattie, M., & Gibson, R. (2006). Detailed meeting agenda planning form. In: Rural Development Institute's Regional Round Table Handbook for the Community Collaboration Process (p. 47). Rural Development Institute, Brandon University. Brandon Manitoba.

### Detailed Meeting Agenda Planning Form

[Related documents on worktogether.ca](#)

*Use when you are leading a complex meeting*

Time	Action Item	Who	What/How	Anticipated Result
	Review action items.	Chairperson		
	Review agenda items.			
	Reports: <ul style="list-style-type: none"> <li>• Officers</li> <li>• Standing committees</li> <li>• Special committees</li> </ul>			
	Discuss next steps & assignments.			
	Confirm assignments & completion dates.			
Adjourn meeting.		Chairperson		
Close meeting.		Chairperson		