



## The 20-Minute Meeting Agenda

A written agenda delineates the discussion topics, presenters, time allotments, purpose, objectives, related information, and processes for decision making. Agendas also help note takers record accurate meeting minutes. Distribute agendas in advance of meetings so that attendees can come prepared. Stay focused.

The sample agenda below can be used to document quick, routine meetings between principals and afterschool program directors; it focuses on interventions that align the learning day for students in afterschool programs.



# The 20-Minute Meeting Agenda

**Main Street Elementary School  
Main Street Community Learning Center  
Any Town, USA  
A G E N D A**

**Weekly Collaborative Planning Meeting  
Tuesday, 10 a.m.  
Day, Month, Year**

<b>Time</b>	<b>Topic</b>	<b>Person who will initiate topic discussion</b>	<b>Person who will prepare and lead discussion</b>	<b>Discuss / Decide / Delegate</b>	<b>Desired Outcomes</b>	<b>Notes (complete after meeting)</b>
10:00	Johnny Jones, Gr. 2; <i>Reading challenges</i>	Afterschool Program Director	Afterschool Program Director	Discuss; determine interventions for afterschool program.	Reading performance at grade level	
10:08	Susie Martinez, <i>Homework difficulties</i>	Afterschool Program Director	Afterschool Program Director	Request that the principal get information from teacher.	Less stress, higher level of completion, more appropriate assignments	
10:15	What works	Principal/ Afterschool Program Director	Principal	Discuss program vision.	Clarity of direction	
10:17	Areas for improvement	Principal/ Afterschool Program Director	Afterschool Program Director	Discuss turf issues with community sports groups.	Shared space, resources	
10:19	Next meeting	Principal/ Afterschool Program Director	Principal/ Afterschool Program Director	Plan agenda.	List of topic ideas	
10:20	End	Principal/ Afterschool Program Director	Afterschool Program Director	Summarize the meeting.	A written summary	Who shares and maintains notes? How?

Contributed by the National Afterschool Association

