

UPDATES MEETING AGENDA

Do your meetings feel like a series of mini-lectures, with attendees only sharing updates and information and with little discussion or collaboration?

Problem: Too much time is spent sharing updates and information.

Solution: Updates are shared before the meeting, shifting the meeting's focus to topics requiring collaboration.

Updates Meeting Agenda

Before the meeting: Please review the updates from each (committee/department/team/individual) shared (via email/at shared location).

1:00 - 1:05pm:	Welcome & (Shared Purpose/Goals)
1:05 - 1:15:	Questions for (Committees/Teams) about their updates
1:15 - 1:30:	Discussion of (Shared Activity/Project/Decision-making requiring collaboration)
1:30 - 1:45:	Discussion of (Another Shared Activity/Project/Decision-making requiring collaboration)
1:45 - 1:50:	Review and Next Steps

How to Use:

- ✓ Ask for written, brief updates from each group or individual prior to the meeting, then share those updates with attendees for review before the meeting, along with the meeting agenda.
- ✓ Use set times within the agenda to shift the focus from a repeat of updates to discussions of topics requiring collaboration, such as shared activities, projects, or decision-making.
- ✓ Begin the meeting with a reminder of the team's shared purpose or goals or the specific goal of the meeting.
- ✓ Allow a brief period early in the meeting for any questions about or discussion of the updates.
- ✓ End the meeting with a brief review of any decisions made, conclusions reached, and next steps to be taken.