

Sample meeting agenda

Title: Planning Session for Internship Program Launch

Context: Our internship program begins in 3 weeks — we need to figure out how we're going to launch it.

Objectives:

1. Generate list of tasks for the program launch.
2. Create a timeline with detailed action steps.

Logistics:

- 10 - 11 am
- Tuesday, May 12
- Room 212

Attendees:

- Erica Montano, VP
- Sam Conway, Sales
- Miguel Robbins, Engineering
- Mattie Harris, Customer Service
- Emily Hammel, Project Manager (facilitator)
- Thomas LeMon, Project Lead (coordinator)

Agenda:

Order of Agenda Items	Person Responsible	Process	Time
1. Review of Internship program structure	Tom	Report	5 minutes
2. Develop list of launch tasks	Emily	Brainstorming	20 minutes
3. Prioritize tasks, place into a timeline, and assign responsibilities	Emily	Rank ordering to prioritize, solicit volunteers for responsibilities	25 minutes