

Sending this agenda to the members of the group before the meeting might be beneficial, so it is easy to begin the meeting once you actually meet.

An agenda with a facilitator will typically be good for groups that have decided to have a facilitator and focus on process and content. But it will also be useful for the groups that want a greater overview of what your meetings are about.

Here is an example of an agenda with a facilitator who is responsible for the process. Here, the facilitator focuses on how you work and the content of your meetings.



Study group meeting:		Facilitator:		
Place:		Note taker:		
Subject (person in charge)	What are we doing?	Process	Time	Decision/summary/main points
Start and status (Karl)	Recap of last meeting, agreements, etc.	Check-in Listening	5 min	
Class the 28th (Mattias)	Discuss and answer...	Short round of individual viewpoints	15 min	
Immersion (Line)	Discuss the content of...	Reflection and free discussion	20 min	
AOB (Everyone)			10 min	
Evaluation (Karl)	What did we get out of today's meeting? How did the meeting go?	Check-out	5 min	

The example may be used as a template for an agenda with a facilitator. Feel free to make the template your own and adjust it to your needs.

On the next page you will find a template for an agenda without a facilitator.

Agenda without a facilitator SDU

Overview of today's meeting (potentially a leader/note taker)
Recap from last meeting
Meeting overview What are we doing today? What do we want to achieve? What is the best way to do that?
Academic talk/assignment work
Evaluation How has today been? Did we achieve our goal?
For next time Who does what for next time? What are we preparing for next time?

Feel free to make the template your own and adjust it to your working method and needs.