What is an agenda?

An agenda is an entrepreneur’s best friend and helps to keep meetings on track and as efficient as possible. It is important for each team to distribute a completed Agenda, along with any relevant documents or materials, to their Mentor AT LEAST 2 days in advance of every meeting. As a group it is suggested you assign a specific person to this task or come up with a rotation in advance. You can use the template on the next page, or create your own. The important part is to keep it simple, allocate ample time, and highlight the important information so your mentor can prepare for the meeting. In situations like this, a good agenda is informative rather detailed with a bunch of pre-reading. Your mentor should be able to scan through this quickly. Meeting Date:

**Time:**

|  |  |
| --- | --- |
| **Priority Agenda Items** | **Time Allocation (mins)** |
| **1.** |  |
| **2.** |  |
| **3.** |  |

|  |  |
| --- | --- |
| **Additional Agenda Items** | **Time Allocation (mins)** |
| **4.** |  |
| **5.** |  |
| **6.** |  |

**Attached materials/documents for review:**

**Additional questions, if any:**