

**SCC Meeting Agenda Template**

Name of the Ministry/Organization:

Date of the Meeting: Time of the Meeting:

Location of the Meeting:

Purpose of the Meeting/Desired Outcome:

Roles at the Meeting:

Facilitator: Timekeeper:

Person Preparing Meeting Summary:

Who else is expected to attend?

To prepare for this meeting, those in attendance will (read something, bring something, prepare work that was agreed upon):

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| Agenda Item | Who is  Responsible? | How many  minutes? | Desired Outcome | Information,  Discussion or  a Decision | Other  Info |
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Best Practices:

1. The agenda is prepared by several members of the leadership team and includes input from those who will attend the meeting.
2. The agenda is shared (emailed) to those who will attend the meeting at least 48 hours before the meeting.
3. A leader is present at the meeting space to prepare the room at least 15 minutes before the meeting starts.