**Agenda exercise – tutor brief**

This is an exercise in group organisation. The class should ideally to be divided into small groups. The exercise will take about 20 minutes.

Explain to the class that effective project management in a student group work situation requires an ability to organise and run effective meetings and the best way to organise a meeting is to have an agenda!

Ask each group to create an agenda template for use in their project team meetings. They should write the template as if the project is underway and their team has already met a few times and is working on actions. They need to decide what information needs to be on their agenda and what headings to include.

Their template might look a bit like this...

Sample Project Meeting Agenda

**Title:**

**Location:**

**Date and Time:**

1. Welcome and introductions
2. Apologies
3. Purpose of meeting
4. Reporting on previous actions
5. Regular agenda items eg...
   1. Work plan b) Presentation c) Budget

6) New Items for discussion

8) Any Other Business

9) Time and date of next meeting

You could give them a copy of the sample agenda as a hand-out to take-away.