

DPH Business Operations Meeting Agenda Template



Meeting Date: **Facilitator:** **Time Keeper:**

Program(s) Name(s):

Attendance: **Location:**

Objective(s) of the meeting:

1. To increase communication and improve planning between the DPH Business Office and the DPH Programs to achieve 100% spending of program funding. This will be achieved by reviewing monthly budget status, identifying issues and planning action steps for the next period.
- 2.

Item	Minutes Allocated	Topic	Summary of conclusions, decisions, Assignments, and next steps
1.		Review Agenda	
2.		Review Previous Meeting Agenda Template	
3.		Current Interest – Information Sharing: 1. 2. 3.	
4.		Upcoming Issues: 1. 2. 3.	
5.		Program Specific Issues: 1. 2. 3.	
6.		Plan Next Agenda	1. 2. 3. 4. 5.
7.		Other Misc. Business or Issues	
8.		Meeting Review on Content and Process	

Next Meeting

Date: **Start Time:** **End Time:** **Location:**

Recorder:

Meeting Agenda Template Instructions

The purpose of the Meeting Agenda Template is to conduct effective planning meetings by engaging all participants in the planning process.

Meeting Date	Enter the date of the meeting.
Facilitator	Enter the name of the person who led the development of the Agenda and who will guide the group through the agenda items and group discussion.
Time Keeper	Enter the name of the person who will manage the time of the meeting by calling out the time remaining on each agenda item and calls for an end of discussion or re-allocates time (when time runs out) for an agenda item.
Program(s) Name(s)	Enter the name(s) of the DPH programs attending the meeting.
Attendance	List the names of all meeting participants.
Location	Enter the name of the meeting room.
Objective(s) of the meeting	Enter the purpose of the meeting. Objectives inform participants on the most important things that should be accomplished by the end of the meeting.
Minutes Allocated	At the beginning of the meeting take 2 minutes to review the agenda and to allocate time needed for each item. Time allocation will help prevent tangential side-discussions not pertinent to the business at hand.
(2) Review Meeting Summary Form	Review previous Meeting Agenda Template, noting any items which require additional follow-up.
(3) Current Interest/Information Sharing	Prior to the meeting, list all agenda items relative to project updates, status reports on individual assignments, and announcements in this box. Remember to solicit agenda items from the DPH Business Officer when developing the meeting agenda.
(4) Upcoming Issues	List issues which relate to all programs in attendance. Some Business Operation meetings include multiple programs. Enter common issues here.
(5) Program Specific Issues	List program specific issues here. This will allow flexibility to participate in items related to your program only. These items will be discussed at the end of the meeting.
(6) Plan Next Agenda	List agenda items which need to be addressed at the next meeting.
(7) Other Misc. Business or Issues	Add additional Business or Issues as they arise during the meeting.
(8) Meeting Review	Briefly review content discussed and the meeting process (what went well, what could be changed) to wrap up the meeting.
Next Meeting	Determine the next meeting date, times, location and meeting recorder. The meeting recorder records the minutes of the meeting.