Template Meeting Agenda (internal document)

Meeting

Location

Date and Time

Primary contact: *Person you are liaising with*

List the attendees and their roles including who you are meeting with:

* Name – Title
* Name – Title
* Name - Title
* Name - Title

|  |  |  |
| --- | --- | --- |
| Agenda item | Person responsible | Duration (mins) |
| Introductions* Thank you to the host
* Who you are (individuals – names, roles)
* Who you are representing (organisation/campaign)
 |  | 10 mins |
| Context – what’s the problem* XX law hasn’t been modified since xx
* XX road is dangerous
 |  | 5 minutes |
| Evidence of the problem * Why is the problem important?
* Who is impacted by the problem?
* Do you have evidence of this?
* Does it affect a gender or age bracket more than the others?
 |  | 5 minutes |
| What’s your proposed solution?Give detail |  | 5 -10 minutes |
| Case for reform* Is there data to back this up
* Is there wider support for this solution?
 |  | 5 minutes  |
| What’s your ask? What would you like the host to do?* Speak to a Minister?
* Come and see the problem?
* Ask questions in Parliament?
* Write a letter?
 |  | 5 minutes |
| QuestionsLeave space for questions to be asked of you  |  | 5 minutes |

Don’t forget to record any actions that come about during the meeting. It is vital you follow through if you have any actions and report back.

It is also good practice to reflect back to the person’s office a summary of what was discussed at the meeting, any actions arising, and acknowledgement of their time and support.