



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

Agenda item	Person responsible	Duration (mins)
Introductions <ul style="list-style-type: none"> • Thank you to the host • Who you are (individuals – names, roles) • Who you are representing (organisation/campaign) 		10 mins
Context – what’s the problem? <ul style="list-style-type: none"> • XX law hasn’t been modified since xx • XX road is dangerous 		5 minutes
Evidence of the problem <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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? <ul style="list-style-type: none"> • Speak to a Minister? • Come and see the problem? • Ask questions in Parliament? • Write a letter? 		5 minutes
Questions Leave 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.