



STEP 1: TOOLS AND RESOURCES

Intramural Committee Meeting AGENDA TEMPLATE

Use this template to create an agenda to lead the discussions for your intramural committee meetings. This will help you stay on track and let all committee members know the goals of the meeting. You might consider posting the agenda online and have other committee members add ideas and topics before the meeting; this encourages student voice and leadership. Replace the text in square brackets with your own details about your meeting. You can also tailor this template to meet your individual committee needs.

Date of meeting: *[Month, DD, YYYY]*

Time of meeting:

Location of meeting:

Be prepared to:

[Use this space to remind committee members of any preparation for the meeting, such as report on the supervision of one of the intramurals, bring their schedule for signing up for future events, or bring a friend as a new member.]

Introduction:

[Provide time in the agenda for each member of the committee to introduce themselves, their pronouns, and how they're feeling today and for new members to introduce themselves.]

Housekeeping:

[Provide time for any details or follow-up items that needs to be addressed before beginning discussion on the topics for the day.]

Discussion Items:

Topic 1: _____ (minutes)

Topic 2: _____ (minutes)

Topic 3: _____ (minutes)

Topic 4: _____ (minutes)



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Other ideas and topics raised for discussion:

Next Steps: (minutes)

[Use this time to determine action items as a result of the discussion items, who is responsible for completing the action and completion dates.]