

The Agenda



Now that you know what to discuss, you need to let the people at the meeting know.

Your agenda will help ensure a productive and timely meeting. It should be simple, brief and informative.

Sample Agenda

1. Call Meeting to order
2. Welcome and Introduce Special Guests
3. Explain purpose of a Block Unit
4. Discuss Primary Concerns: Recent Burglaries, Graffiti, Trash and Debris on Block
5. Assign tasks
6. Plan Next Meeting
7. Adjourn/Refreshments