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15.281 Advanced Managerial Communication
Spring 2009

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15.281 Assignment
Meeting Agenda (Homework)
Prepare for LEC 6

During LEC 6, the class will break up into your teams and each of the teams will finalize its topic and determine and assign tasks necessary for putting the class together. The meeting will last for 1 hour. Please write a meeting agenda for that meeting.

Your agenda should be more than a simple list of subjects. The agenda should include several pieces of information:

- Context/need for the meeting
- Agenda items with some subset of the following for each issue or meeting segment:
 - Goal(s) (e.g., for information, for decision, etc.)
 - Process (e.g., brainstorm options)
 - Time allotted
 - Name of other(s) presenting or presiding, if appropriate
 - Attached information for reading before meeting, if appropriate

One of you in each team will be chosen to lead the meeting, using your agenda.