

# Example KidsNGO:

## Sample review and planning meeting agenda

March 2018: Review and planning meeting

TOPIC	PURPOSE	LEADER	PREPARATION	TIME
What changes, if any, should we make to the agenda?	Decision	Natalie	Review agenda	0:05
What next steps from the previous meeting do we need to address?	Decision	Natalie	Review post-meeting communication from prior meeting	0:10
What actions from the previous meeting will we focus on this meeting?	Decision	Natalie	Review applicable actions from previous meeting	0:15
Discuss admissions criteria data: <b>What are the implications of the data for changes to our admissions criteria?</b>	Discussion	Luis	Review admissions criteria data slides	0:50
Review resource allocation for building renovations: <b>What additional resources need to be allocated to the building renovations to complete project by August target?</b>	Decision	Pamela	Review building renovation slides	1:30
<b>Meeting wrap-up and communication:</b> <ul style="list-style-type: none"><li>• What decisions did we make today?</li><li>• What actions do we need to take? Who is responsible? By when?</li><li>• What do we need to communicate? To whom? By when?</li></ul>	Decision	Natalie	None	1:45
Plus/Deltas: <b>What did we do well for this meeting? What should we do differently for the next meeting</b>	Learning	Natalie	None	2:00