



3. Crafting an Agenda

Use the following template to build your draft agenda.

EVENT NAME:

TIME	SECTION FOCUS	LEADER	INTENDED OUTCOME
<i>e.g. 1–1:15 pm</i>	<i>e.g. Snacks and mingling</i>	<i>e.g. none</i>	<i>e.g. Participants enjoy refreshments and have a chance to meet one another before the meeting.</i>