

TEN-MINUTE BUILDING MEETING

SAMPLE AGENDA

1. Explain the reason for the meeting (1 minute).
2. Explain the reason for the activity you will ask them to perform (2 minutes).
3. Explain the task (such as letter to the editor, letter to a legislator, volunteer for phone bank, etc.) (1 minute).
4. Provide time to perform the task (5 minutes).
5. Collect the final product and thank people for their time (1 minute).

HINTS:

- ★ Keep within the 10 minute timeline. Then people will be willing to trust you the NEXT time you ask them to a 10 minute meeting!
- ★ Keep the task very simple and concrete. You will have better luck if you have a sample letter or format available.
- ★ If some people want to stay beyond 10 minutes and ask questions, make it clear to the rest that the meeting is over and they need only stay if they wish.

**Sample 10 Minute Meeting
Announcement:**

**10 Minute Association Meeting
(Weds. Oct. 7, 1996)**

We are establishing the topics for the next Executive Board meeting with the Superintendent. We want to keep YOU informed and we want YOUR ideas.

Remember only 10 minutes!

We begin at _____ sharp.
(time)

We meet at _____.
(place)

We end at _____ sharp.
(time)

It's really a 10 minute meeting. If issues or concerns require more time, we'll schedule another meeting of the group or meet with individuals.

**Sample 10 Minute Meeting
Agenda
(handed out at the door.)**

**Agenda
Association Meeting
Lincoln Jr. High
Oct. 7, 1996**

A. Report: Review issues from the last rep council meeting. (2 minutes)

B. Listen: We need your opinions on _____ . (5 minutes)

C. Latest development on the problem: _____ . (2 minutes)

D. An Association Accomplishment

(1 minute)

Time's up. Don't forget to leave your questions and suggestions at the door.

Questions or suggestions for next time:

Name: _____