Comparison of Ways to Develop an Agenda

	By Some Participants at Short, Separate Meeting	**By the Facilitator**	**By All Participants at Beginning of Meeting**	**By All Participants at End of Prior Meeting and Organized by Facilitator or Others**
How Topics are Chosen	Subgroup generates topics from unfinished business at end of previous meeting; Subgroup generates topics from feedback, voicemail, emails, and other communications	Facilitator generates topics from unfinished business at end of previous meeting; Facilitator generates topics from feedback, voicemail, emails, and other communications	CLIP decides what to cover at beginning of meeting	CLIP decides what to cover at end of previous meeting
Advantages	Promotes shared responsibility Makes it more likely that participants will bring needed information and resources to meeting	Allows facilitator to control agenda Requires less time from other participants Makes it more likely that facilitator will bring needed information and resources to meeting	Enables all participants to have voice in shaping current agenda Enables participants to learn how to develop an agenda Saves participants time needed to fill out communication forms re: agenda	Enables all participants to have voice in shaping next agenda Saves participants time needed to fill out communication forms re: agenda
Disadvantages	Requires other participants to fill out forms or provide other communication re: agenda Requires additional, separate meeting to organize agenda	Discourages others' participation in developing agenda Reduces shared responsibility	Consumes part of meeting time in developing agenda Works best with groups smaller than ten Makes it less likely that participants will bring needed information and resources to meeting	Consumes part of meeting time in developing agenda Tends to get less than full attention because participants are ready to leave Requires facilitator or others to meet at a separate time to organize topics