

What is Agenda? Characteristics of Agenda

An agenda lists the items of business to be taken up during a meeting or session. It may also be called a "calendar". A meeting agenda may be headed with the date, time and location of the meeting, followed by a series of points outlining the order in which the business is to be conducted. Steps on any agenda can include any type of schedule or order the group wants to follow. Agendas may take different forms depending on the specific purpose of the group and may include any number of the items.

Sometimes the agenda is prepared after the circulation of the notice in order to include the member's opinion. If the subject matter of the meeting is secret, the agenda may not be circulated. So, agenda is items or issues prepared by the secretary and which are to be discussed or transacted in a forthcoming meeting.

The features of agenda can be stated as follows:

1. Generally, agenda is sent along with the notice of the meeting.
2. It is written at the end but before or after the signature of the convener of the meeting.
3. It is arranged according to the importance of the end.
4. Controversial topics should be written at the end.
5. The topics are determined by the secretary with consulting the higher authority or the convener of the meeting.
6. It is written in brief but explicit manner

Importance and Necessities of Agenda

Agenda is the explicit topics to be discussed in a meeting the members. No one can ignore the importance of an agenda. The necessity or importance's of an agenda are as follows:

1. As it is circulated in advance, the members of the committee or meeting can take preparation to discuss the topics accurately.
2. It helps to take a prompt decision.
3. Since it has a set of order, it helps the chairperson to conduct the meeting smoothly.
4. It can ensure covering all the topics that will be discussed in a meeting.
5. It helps to control the unnecessary talking in the meeting.
6. It helps to write the minutes and resolution of the meeting.
7. As it is served earlier, the members of the meeting can exchange their thought and ideas informally before holding the meeting.