

TTT Meetings

Meetings need to be run properly if you are to get the best results. For a meeting to run well, you need:

- **An agenda** that lists the things that you want to talk about and decisions you need to make.
- **A chairperson** who runs the meeting by following the agenda and makes sure everything is covered in the time you have allowed.
- **A secretary** who writes down what happens, what decisions have been made, what tasks are to be done, who is to do them and by what time. After the meeting, the secretary sends out the meeting notes (or minutes) to people on the committee. Before the next meeting, they send out an agenda. Everyone on the committee can ask for issues to be put on the agenda to be discussed.
- **A treasurer** who will keep track of any expenses and any donations you receive – money, goods or resources. Not all TTT projects need a treasurer – just those that have expenses and donations.

You might decide to take turns at being the chairperson, the secretary and the treasurer. You can follow this form for your meetings.

Meeting Date:

Time:

Place:

People attending the meeting:

People not able to attend:

Reports – each team reports on the targets they wanted to achieve by this meeting.

What was to be done?	What is the outcome?	Is there further action?	By what date?

Time the meeting ended:

Date, time and place for next meeting: