

# WA AGENDA CREATION

## Create the Agenda File

- Create a new file for every meeting named with the date
- Update date/time on the file
- Share with Mother Advisor so you can work together

## Build the Agenda

- Delete all the completed business (check both Unfinished and New Business)
- List all events between meetings in Reports under Unfinished Business
- Move all the New Business to Unfinished Business
- Label all Business one of: Info/ Discussion / Decision



## **Make it yours and have some fun!**

Choose and enter the following:

- Question for roll call/sharing time
- After meeting activity
- Any New Business you want to chat with the girls about (i.e. upcoming fun events, etc.)

## **Work with your Mother Advisor**

- Tell your Mother Advisor it's ready for her to review
- She will add New Business or Messages
- Meet to talk through the agenda: ask questions and prep your items

## **Share with your Sisters**

- Work with your Mother Advisor on how to share the key details of the agenda with your Sisters, Advisors, and families

