

3. Agenda

Every meeting needs an agenda. The agenda helps organize the meeting and allow things to flow in a sequence that is understood and followed by all the participants. The sample agenda to be followed at GGSCF meeting is given in the Appendix.

The Chairperson should prepare the agenda. Although a format has been outlined, the Chairperson can use his/her own creativity. Sufficient copies should be made to distribute at the meeting.