

# SOP Template: Agenda Setting and Time Allocation for Discussions

This SOP details the process for **agenda setting and time allocation for discussions**, ensuring structured and efficient meetings. It covers the preparation of clear and prioritized agendas, assigning appropriate time slots for each topic, and setting expectations for participants to facilitate focused and productive discussions. The goal is to maximize meeting effectiveness, promote time management, and achieve desired outcomes within the allocated timeframe.

## 1. Purpose

To establish a standardized process for setting meeting agendas and allocating discussion time to ensure meetings are productive, focused, and time-efficient.

## 2. Scope

This SOP applies to all team or department meetings where agenda setting and time allocation are required.

## 3. Responsibilities

- **Meeting Organizer / Chair:** Prepares the agenda, allocates time slots, and communicates with participants.
- **Participants:** Submit agenda topics as requested, review agenda in advance, and adhere to time allocations during the meeting.
- **Timekeeper (if assigned):** Monitors adherence to time slots during the meeting.

## 4. Procedure

1. **Solicit Agenda Items**
  - Send a call for agenda topics to participants at least 2 working days before the meeting.
  - Request that each topic submission includes a brief description and the estimated discussion time required.
2. **Draft the Agenda**
  - List all proposed topics in order of priority (critical topics first).
  - Assign a time slot to each topic based on importance and estimated discussion needs.
3. **Review and Finalize the Agenda**
  - Consult with key stakeholders if necessary to confirm priorities.
  - Limit the number of topics based on the total duration of the meeting.
  - Include clear objectives or expected outcomes for each agenda item.
4. **Distribute the Agenda**
  - Send the finalized agenda to all participants at least 1 working day before the meeting.
  - Explicitly indicate the time allocated for each topic.
5. **Conduct the Meeting**
  - Adhere to agenda order and time allocations.
  - Appoint a timekeeper (if needed) to track progress and signal when time is up.
  - If additional discussion is needed, decide whether to extend or defer the topic.
6. **Post-Meeting Review**
  - Gather feedback on agenda adequacy and time management.
  - Note any improvements for future meetings.

## 5. Agenda Template Example

Time	Topic	Presenter	Objective
09:00 – 09:10	Opening & Introduction	Chair	Review agenda, set expectations
09:10 – 09:25	Project Updates	Project Lead	Share progress, identify issues
09:25 – 09:55	Discussion: New Initiatives	All	Evaluate and decide next steps
09:55 – 10:00	Action Items & Closing	Chair	Assign responsibilities, confirm next meeting

## 6. Best Practices

- Distribute agendas ahead of time to allow adequate preparation.
- Be realistic about how much can be covered in the allotted time.
- Start and end meetings on time.
- Revisit and adjust agenda-setting processes based on meeting feedback.

## 7. Revision History

Date	Version	Description	Author
2024-06-21	1.0	Initial SOP creation	Admin