Sample Agenda for Department Meeting

The template below is provided to help you structure a conversation with your faculty and staff colleagues during a department meeting after a major event at MIT or in the world.

Community Name
[Date, Time, Location]

1) Introduction (5 minutes)
   a) State what you are there to talk about and how long the meeting will last
   b) Include that the discussion is optional (people do not need to participate and may leave at any time) and that difficult topics may be discussed
   c) Establish ground rules
      i) Each person can talk for X minutes
      ii) Respectful dialogue
      iii) We each listen more than we talk
      iv) If talking about the meeting afterwards, we must treat what others said with privacy and respect, and not link statements to specific people
   d) Offer resources
      i) MIT Center for Work Life and Wellbeing
      ii) Resources for Faculty and Staff to Support Students
      iii) MyLife Services

2) Share Goals for the Meeting (5 minutes)
   a) Give people an opportunity to share how they are feeling
   b) Share resources for faculty and staff
   c) Share resources for students
   d) Discuss ways that the department can support faculty, staff, and students

3) Discuss Reactions (30 minutes)
   a) How are you feeling? How is this impacting you?
   b) What do you feel like you need for yourself?
   c) What do you need to be able to support students?

4) Share Your Perspective (5 mins)
   a) This is a chance for you to share your own perspective and reflections, if you feel comfortable

5) Next Steps (10 mins)
   a) How can the department and MIT leadership be most supportive to the community?
   b) What are some good next steps as a department?

6) Conclusion (5 mins)