

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)