

PTO/PTA Meeting Agenda

A simple agenda structure for school parent groups, classroom committees, and volunteer teams.

Meeting structure

- Start with decisions needed, not long updates.
- Assign owners and dates before ending the meeting.
- Keep a parking lot for items that do not need immediate discussion.
- Send follow-up notes within 24 to 48 hours.

Meeting agenda

Time	Topic	Decision needed	Owner	Notes
5 min	Welcome and goal			
10 min	Current tasks			
15 min	Event or fundraiser planning			
10 min	Volunteer assignments			
5 min	Next steps			