

SAMPLE TWO Roundtable Meeting Agenda: Book Discussion

Time Frame	Topic
5-7 minutes	Welcome Review guiding principles/ground rules Questions, concerns, business that needs to be addressed before main part of meeting
Remainder of meeting* (2 options)	<ol style="list-style-type: none"> 1. For an unguided book discussion: set a timer and give each person 5-7 minutes to share their thoughts on the book (favorite chapter or theme, least favorite, ideas that felt especially personal or that they couldn't relate to, etc.). Identify any topics or themes the group would like to discuss further and use remaining time to go deeper. 2. Use a book discussion guide provided by a publisher or other source.
Last 5 minutes	Closing and wrap-up Commitment for next meeting date, time and location

*Note: NAWBO Roundtable Committee recommends setting a timer to let individual members talk, uninterrupted, whenever possible. This encourages members who are introverted, shy or new to become a valued member of the group and of discussions.