How To
Create My Agenda for a Meeting

The use of an agenda ensures logical coverage of important business items while minimizing side issues and nonproductive discussion. The agenda is an indispensable organizational tool for running a meeting.

The agenda should be prepared and circulated in advance of the meeting, as well as posted to the “My Committees” page of the website. This is very important because it enables the subcommittee members to attend the meeting prepared to make decisions on specific actions. In addition, an agenda may create a specific interest in attending the meeting.

1. Log into your MyASTM Account (astm.org)
2. Once you have signed in to your MyASTM account, please select the blue hyperlink titled MyCommittees.
3. On the right of the Screen, under My Tools you will want to expand the option for Meetings, Minutes, Agendas. Under Meetings, Minutes, Agendas, there is an option for Create My Agenda.
4. Under the **Create My Agenda** page, select the information pertaining to the subcommittee or Section you would like to create the agenda for.

**Please Note**

If you would like to prepare an agenda for Main Committee or the Executive Subcommittee, this is under the **Documentation** portion of the page, indicated by the **RED** arrow below.