

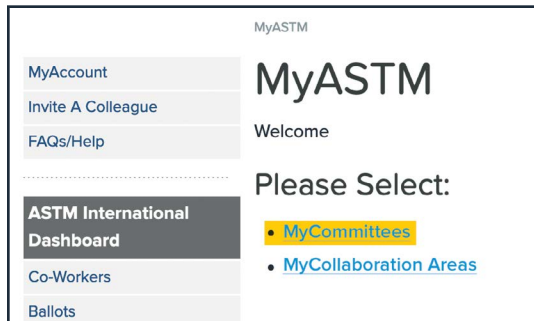


How To Create My Agenda for a Meeting

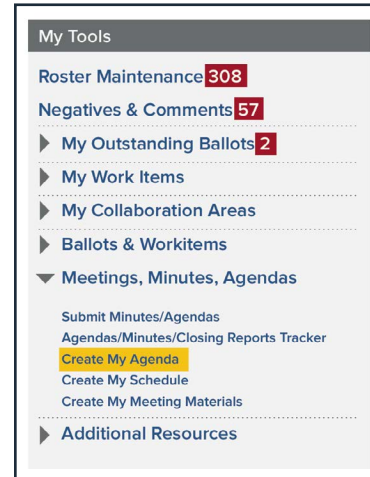
The use of an agenda ensures logical coverage of important business items while minimizing side issues and nonproductive discussion. The agenda is an indispensable organizational tool for running a meeting.

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.

MyASTM / MyAgenda

Create Agenda

A subcommittee meeting agenda should be prepared and posted to the "MyASTM" website in advance of an ASTM meeting. This enables the subcommittee members to attend the meeting prepared to make decisions on specific actions. In addition, an agenda creates a specific interest in attending the meeting.

Create your Subcommittee Meeting Agenda:

Subcommittee or Section: *

Meeting Date:* MM/DD/YYYY

Meeting Location:* (alphanumeric, separated by commas)

Start Time: *

End Time: *

Documentation:

For guidance on Preparing an Agenda, visit <https://www.astm.org/COMMIT/RedBook5.pdf>

Templates: [Main Committee](#), [Executive Subcommittee](#) ←