

All-Hands Meeting Agenda

1. Meeting Information

Date	{{Date}}
Time	{{Start – End time}}
Location	{{Location or video link}}
Facilitator	{{Facilitator}}
Note-taker	{{Note-taker}}
Attendees	{{Attendees / required vs optional}}

Fill this block before you send the invite so everyone knows when, where, and who is expected. Name a facilitator and a note-taker — meetings without both tend to drift.

2. Objectives

- Share company progress against goals so everyone has the same picture
- Recognize wins and the people behind them
- Give the whole company a chance to ask leadership questions directly

State one to three outcomes this meeting must produce — a decision, a plan, an aligned team. If you cannot name an objective, the meeting can probably be an email.

3. Agenda

Topic	Lead	Time	Type
Welcome & what we'll cover	{{Facilitator}}	3 min	Inform
Leadership update: strategy, priorities, news	{{CEO / leader}}	12 min	Inform

The numbers: progress against our goals/OKRs	{{Ops / Finance}}	10 min	Inform
Department / team spotlight	{{Rotating team}}	10 min	Inform
Recognition & milestones (new hires, work anniversaries, wins)	{{Facilitator}}	5 min	Inform
What's next this {{quarter}}	{{Leader}}	5 min	Inform
Live Q&A / AMA	All	15 min	Discuss

Give every item an owner, a time box, and a type — Inform, Discuss, or Decide — so people come prepared and you protect time for the decisions that matter. Put the most important item first, not last.

4. Decisions & Notes

Topic	Decision / key note	Follow-up
{{Question raised}}	{{Leadership's answer}}	{{Follow-up, if any}}

Capture decisions as they happen, in the room. A one-line record of what was decided prevents the same debate from reopening next week.

5. Action Items

Action	Owner	Due date
{{Follow up on an unanswered question}}	{{Owner}}	{{Due date}}

{{Action}}	{{Owner}}	{{Due date}}
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Every action needs a single owner and a date — “we” is not an owner. Read these back aloud before you close the meeting so nobody leaves surprised.

6. Parking Lot

- {{Question that needs a detailed, separate answer}}

Park anything important that is off-agenda here instead of letting it derail the meeting. Review the parking lot when you plan the next agenda.

7. Next Meeting

Date & time	{{Date and time}}
Focus	{{Main focus for next time}}

Set the next meeting before everyone leaves — it is far harder to schedule afterward. Note the main focus so the next agenda almost writes itself.