

Staff 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 and team news so everyone hears the same thing
- Cover results, priorities, and any training or policy reminders
- Recognize good work and give staff a chance to raise questions

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 & announcements	{{Manager}}	5 min	Inform
Results & key numbers since last meeting	{{Manager}}	10 min	Inform
Department / team updates	{{Each lead}}	15 min	Inform

Priorities & goals for the period ahead	{{Manager}}	10 min	Discuss
Training, policy, or safety reminder	{{Owner}}	10 min	Inform
Recognition & shout-outs	All	5 min	Inform
Open floor — questions & ideas	All	10 min	Discuss
Recap & action items	{{Manager}}	5 min	Inform

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
{{Topic raised}}	{{What was decided or answered}}	{{Follow-up}}

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
{{Action — start with a verb}}	{{Owner}}	{{Due date}}
{{Action}}	{{Owner}}	{{Due date}}

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 separate answer or meeting}}

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.