

Team 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

- Get a shared picture of where every workstream stands this week
- Unblock anyone who is stuck — assign an owner to each blocker
- Agree the team’s top {{1–3}} priorities for the coming week

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
Wins & shout-outs	All	5 min	Inform
Action items from last week	{{Facilitator}}	5 min	Inform
Status by workstream / project	{{Each owner}}	15 min	Inform

Blockers & dependencies	All	10 min	Discuss
Decision or deep-dive topic for this week	Owner	15 min	Decide
Priorities & focus for next week	Facilitator	5 min	Decide
Recap & action items	Facilitator	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	What the team agreed	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

- {{Tangent or bigger topic to schedule separately}}

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.