

# 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

- Align the team on {{the top priority for the week / month}}
- Decide {{the open question that needs an owner today}}
- Surface blockers early so {{nobody is stuck waiting}}

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 & agenda check	{{Facilitator}}	3 min	Inform
Review action items from last meeting	{{Facilitator}}	7 min	Inform

{{Main topic — the reason this meeting exists}}	{{Owner}}	20 min	Decide
{{Second topic / status update}}	{{Owner}}	10 min	Discuss
Risks, blockers & help needed	All	10 min	Discuss
Recap decisions & 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 was decided, in one line}}	{{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
{{Action — start with a verb}}	{{Owner (one person)}}	{{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

- {{Off-topic but important item to revisit later}}

*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.*