MEETING AGENDA TEMPLATE

Meeting agenda

Fill in the details, write the goal in one sentence and add the items in the order they will be taken, each with its type (inform, discuss or decide), its owner and its minutes. Send it to attendees 24 to 48 hours before the meeting, with any documents attached.

Meeting details

Meeting	
Date and time	from ____ to ____
Location or link	
Called by	
Chair	
Minute-taker	
Attendees	

Meeting goal

By the end of the meeting, this must be settled:

Agenda items

No.	Item (start with a verb)	Type	Owner	Min.
1				
2				
3				
4				
5				
6	Any other business and recap of decisions	Wrap-up	Chair	5

Type: inform, discuss or decide. Put the decision items first.

Planned length (total minutes plus 5 or 10 of buffer): _____ minutes

Pre-reading

What to read before the meeting and where to find it:

Sample meeting agendas by type of meeting

Copy the one closest to your meeting and adapt the items.

Weekly team meeting (30 minutes)

1. Last week's tasks: what got done and what didn't (5 min).
2. This week's priorities, person by person (10 min).
3. Blockers and who will help clear them (10 min).
4. Announcements and any other business (5 min).

Client meeting (45 minutes)

1. Purpose of the meeting and introductions.
2. Status of the project or service since the last meeting.
3. Topics raised by the client.
4. Changes to scope, timeline or budget, if any.
5. Next steps and who owns each part.

Board meeting or annual general meeting (AGM)

1. Welcome, apologies for absence and confirmation of quorum.
2. Reading and approval of the minutes of the last meeting, if required.
3. Presentation of the annual report and accounts.
4. Each resolution to be voted on, as a separate item (such as electing directors).
5. Any other business.

Leadership team meeting (90 minutes)

1. Approval of the minutes of the previous meeting.
2. Monthly KPIs: sales, cash, people and customers.
3. Pending decisions, with the proposal sent in advance.
4. Risks and status of strategic projects.
5. Any other business.

Project kickoff meeting (60 minutes)

1. Project background and goals.
2. Scope: what is in and what is out.
3. Team, roles and communication channels.
4. Timeline and key milestones.
5. Known risks and how they will be monitored.
6. Next steps and date of the next meeting.

Before you send it, check

✓ The goal fits in one sentence.

✓ There are three to six items for every hour of meeting.

✓ Decision items come first.

✓ Every item has a verb, an owner and a time.

✓ Pre-reading is attached or linked.

✓ It goes out in advance: 24 to 48 hours for internal meetings; for general meetings and AGMs, the notice period set by law and by your articles or bylaws.