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Meeting Agenda Template

One page, one objective. Fill it in, send it 24 hours ahead, and use the bottom half to capture who does what, by when.

Fill in, then send a day ahead

MEETING	DAY AND TIME	ROOM OR LINK	ORGANIZER

OBJECTIVE

By the end of this meeting we will have

Can't finish the sentence? The meeting may not be needed. Send an email instead.

	ITEM: START WITH A VERB (CONFIRM, AGREE, CHOOSE, REVIEW)	OWNER	MIN	OUTCOME
1				○ Inform ○ Discuss ○ Decide
2				○ Inform ○ Discuss ○ Decide
3				○ Inform ○ Discuss ○ Decide
4				○ Inform ○ Discuss ○ Decide
5				○ Inform ○ Discuss ○ Decide
6	**Recap actions:** an owner and a date for each	organizer	5	○ Inform ○ Discuss ○ Decide

Total minutes _____ Time booked _____ Over? Cut or move an item.

DECISIONS NEEDED

Who decides, and what they need to know first

BEFORE THE MEETING

Pre-reads to read, numbers or updates to bring

ACTION ITEMS

One owner and one date for each. Send this list within an hour of the meeting.

ACTION	OWNER	DUE

Decisions first

Put items that need a decision at the top, while people are fresh.

Inform can be an email

If an item is only "inform", try a written update instead.

Invite for the items

Invite only the people the items need. Everyone else gets the notes.

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Meeting Agenda Example

A filled-in example of the one-page meeting agenda format: one objective, items that start with a verb, an owner, minutes and an outcome for each.

Example: weekly team meeting

MEETING	DAY AND TIME	ROOM OR LINK	ORGANIZER
Weekly team meeting	Tue 9:30, 45 min	Room 4 / Teams link	Sam

OBJECTIVE

By the end of this meeting we will have agreed the go-live date and the top pilot issue we fix first.

Can't finish the sentence? The meeting may not be needed. Send an email instead.

	ITEM: START WITH A VERB (CONFIRM, AGREE, CHOOSE, REVIEW)	OWNER	MIN	OUTCOME
1	Rollout: confirm the go-live date	Avery	15	○ Inform ○ Discuss ◉ Decide
2	Approve or decline the $1,200 backup export	Dana	10	○ Inform ○ Discuss ◉ Decide
3	Pilot: top 3 issues and what we fix first	Morgan	10	○ Inform ◉ Discuss ○ Decide
4	Training deck: status, what is still missing	Luca	5	◉ Inform ○ Discuss ○ Decide
5	**Recap actions:** an owner and a date for each	Sam	5	◉ Inform ○ Discuss ○ Decide

Total minutes 45 Time booked 45 Over? Cut or move an item.

DECISIONS NEEDED

Who decides, and what they need to know first

- Avery decides go-live: needs pilot issues from Morgan
- Dana decides the export: needs the quote + budget left

BEFORE THE MEETING

Pre-reads to read, numbers or updates to bring

- Read the 2-page pilot summary (sent Mon)
- Bring: open ticket count, training slide count

ACTION ITEMS

One owner and one date for each. Send this list within an hour of the meeting.

ACTION	OWNER	DUE
Send the go-live date to the client	Avery	Thu
Fix the login timeout (pilot issue 1)	Morgan	Wed
Order the backup export	Dana	Fri
Finish training slides 8-12	Luca	Fri

Decisions first

Put items that need a decision at the top, while people are fresh.

Inform can be an email

If an item is only "inform", try a written update instead.

Invite for the items

Invite only the people the items need. Everyone else gets the notes.

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