

Meeting Agenda Template

Stay organised and productive with our Meeting Agenda Template. This template helps you plan and conduct meetings efficiently, ensuring all important topics are covered and action items are clearly defined.

Meeting Agenda for _____ [Meeting Title]

Date: _____

Time: _____

Location: _____

Facilitator: _____

Agenda

1. Welcome and Introductions

- a. Start meeting on time.

- b. Introduce participants (if necessary).

2. Review of Previous Meeting Minutes

- a. Recap key points and actions from the last meeting.

- b. Address any unfinished business.

3. Current Meeting Objectives

- a. Outline the main objectives and desired outcomes of the meeting.

4. Discussion Items

5. First Agenda Item

- a. Present the topic.

- b. Open the floor for discussion.

6. Assign action items and deadlines (if applicable).

7. Second Agenda Item

a. Present the topic.

b. Open the floor for discussion.

c. Assign action items and deadlines (if applicable).

8. Third Agenda Item

- a. Present the topic.

- b. Open the floor for discussion.

- c. Assign action items and deadlines (if applicable).

9. New Business

- a. Introduce any new topics or issues for discussion.

10. Action Items Review

- a. Summarise the action items assigned during the meeting.

- b. Confirm deadlines and responsible parties.

11. Next Steps and Meeting Schedule

- a. Set the date, time and location for the next meeting.

- b. Outline the next steps and who will be responsible for them.

12. Q&A and Open Floor

- a. Allow time for questions and additional comments from participants.

13. Adjournment

- a. Officially close the meeting.

Notes:
