Meeting Agenda Template

An agenda for the next meeting, built from the results of the previous one: what is still open, what was promised, and what needs a decision. Send it to attendees before the meeting.

Meeting details

Meeting	
Date and time	
Duration	
Location / call link	
Facilitator	
Attendees	

Goal of the meeting

One sentence: what should be true when the meeting ends (a decision made, a plan agreed, a status confirmed).

Agenda

No.	Item	Type (decide / discuss / inform)	Owner	Time
1	Review of action items from last meeting	inform		5 min
2				
3				
4	Next steps and owners	decide		5 min

Carried over from the last meeting

Open question or unfinished action	Owner	Status

Pre-reading

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How to fill it in

- **Start from the last meeting.** Open questions and unfinished action items become agenda items first.
- **Mark the item type.** "Decide" items need the people who can decide in the room.
- **Give every item an owner and a time box.** The total should fit the meeting length.
- **Put decisions early,** while people are fresh; information updates can go last or into pre-reading.
- **Send it in advance,** so people come prepared.