

Team Meeting Agenda Template

Keep Your Team Meetings Focused, Productive, and Action-Oriented

Bad meetings waste time. Great meetings energize teams, solve problems, and move work forward. Use this template to run **focused, productive team meetings** that people actually want to attend.

Team: _____

Date: _____

Meeting Lead: _____

Time: _____

Choose Your Meeting Type:

■ Quick Check-In (15-20 min)

Use: Sections 1, 4, 6

Purpose: Stay connected, quick updates, track action items

■ Housekeeping/Operations (30 min)

Use: Sections 1, 2, 4, 6

Purpose: Review metrics, update on routine tasks, coordinate work

■ Discussion/Problem-Solving (60 min)

Use: All sections (1-6)

Purpose: Deep dives, make decisions, solve complex problems

1. Check-In & Wins (5 minutes)

Start with connection. What's one win from the past week (work or personal)?

Team Member	Win / Update

2. Metrics & Progress Review (5-10 minutes)

What are the key numbers? Are we on track with team goals?

Metric / Goal	Target	Actual	Status
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3. Discussion Topics (20-30 minutes)

Focus on issues that need team input, decisions, or problem-solving.

Topic	Owner	Time	Outcome Needed

4. Action Items & Next Steps (5-10 minutes)

What needs to happen before the next meeting? Who owns it?

Action Item	Owner	Due Date	Status

5. Parking Lot (2 minutes)

Capture topics that came up but don't need discussion right now.

Topic	Follow-Up Needed?

6. Closing & Feedback (2 minutes)

- Recap key decisions: _____

- Confirm next meeting date/time: _____
- Meeting feedback (what worked / what didn't): _____

Meeting Best Practices:

- **Start & end on time** - Respect everyone's schedule
- **Send agenda 24 hours ahead** - Give people time to prepare
- **Assign a note-taker** - Rotate this responsibility
- **Stay on topic** - Use the parking lot for tangents
- **End with action items** - Everyone should know their next steps
- **Send notes within 24 hours** - Keep everyone aligned