Meeting Agenda

Plan for outcomes, not just discussion.

Meeting title

Date / time

Purpose of meeting - what should this meeting achieve?

AGENDA - outcomes, owners and time

Outcome (what needs to happen?)	Owner	Time

OPEN (1-2 minutes)

Set the focus: "Today we are focusing on..." and "By the end, we want to..."

DISCUSS

Work through each outcome. Keep discussion aligned with the meeting purpose.

CLOSE (last 3-5 minutes)

Confirm decisions, next steps, action owners and deadlines.

Decisions

Next steps / action owners / due dates

Post-Meeting Summary

Complete and share after the meeting.

Meeting title

Date

What did we decide?

What are the next steps?

Who owns each action?

When will it be completed?

Parking lot items

QUICK REMINDER

If the outcome isn't clear, the discussion will drift.
If the next steps aren't clear, nothing moves forward.