EVERYDAY MEETINGS

First Meeting Agenda

[Your team] and [new team, client or stakeholder]

MEETING DATE
[Month day, year]

LENGTH
30 minutes

TIME	LOCATION	FACILITATOR	NOTETAKER
[00:00] to [00:00]	[Room or video link]	[Name]	[Name]

ATTENDEES [Names]

Objective

> Leave knowing who does what, how we will work together, and the first thing each side will do next.

A first meeting sets habits. Agree on how you communicate now, before the first problem tests it.

Before the meeting

- Send a short note on who will attend and their roles.
- Share any background the other side should read: [brief, proposal or org chart].
- Write down the two or three questions you most need answered.

Agenda (30 minutes)

NO.	MIN	ITEM	LEAD	PURPOSE
1	**8**	**Introductions** Name, role, and what each person needs from this work.	[Host]	Inform
2	**7**	**Background and goals** Why we are working together and what a good result looks like in [3] months.	[Name]	Discuss
3	**8**	**How we will work** Fill in the working agreement below together.	[Facilitator]	**Decide**
4	**4**	**Questions from both sides** Anything unclear about scope, people or timing.	All	Discuss
5	**3**	**First next steps** One action per side, with a date.	[Notetaker]	**Decide**

Working agreement

TOPIC	WHAT WE AGREED
Main contact on each side	[Name] for [us], [Name] for [them]
Main channel	[Email / Slack / Teams / phone]
Reply within	[1 working day]
Regular meeting	[Weekly, Tuesdays at 10:00, 30 minutes]
Who approves decisions	[Name and role]
Where files live	[Shared folder or link]

MEETING RECORD

First Meeting Agenda

NOTETAKER

[Name]

Decisions, actions and parking lot

TYPE	WHAT WAS AGREED	OWNER	DUE
Decision	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

Notes

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]