EVERYDAY MEETINGS

Meeting Agenda With Time Slots

[Meeting name]

MEETING DATE
[Month day, year]

LENGTH
[60] minutes

TIME	LOCATION	FACILITATOR	TIMEKEEPER
[09:00] to [10:00]	[Room or video link]	[Name]	[Name]

ATTENDEES [Names]

01 Objective

By [end time] we will [decide / agree on / complete] [one specific outcome].

Put a clock time on every item and name the outcome you expect. When time is up, the timekeeper moves the group on.

02 Before the meeting

- ▶ Leads: send any material for your slot by [date].
- ▶ Everyone: read the material before the meeting, not during it.

03 Agenda with time slots

Time	Topic	Lead	Purpose	Expected outcome
[09:00] to [09:05]	**Welcome and objective**	[Facilitator]	Inform	Everyone knows the outcome
[09:05] to [09:20]	**[Topic 1]** [Question to answer]	[Name]	Discuss	[Options listed]
[09:20] to [09:35]	**[Topic 2]** [Question to answer]	[Name]	**Decide**	[Decision made]
[09:35] to [09:45]	**[Topic 3]** [Question to answer]	[Name]	Inform	[Update shared]
[09:45] to [09:52]	**Open discussion**	All	Discuss	Questions raised or parked
[09:52] to [10:00]	**Decisions and next steps**	[Notetaker]	**Decide**	Owners and dates set

04 Timekeeper's notes

- ☐ Give a two-minute warning before each slot ends
- ☐ If a slot runs over, ask: extend, park, or decide now?
- ☐ Take extra minutes from open discussion, not from the decision slot
- ☐ End on time, even if the last item is cut short

05 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]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]