EVERYDAY MEETINGS

# Recurring Meeting Agenda

[Team name] weekly meeting

**MEETING DATE**
[Month day, year]

**LENGTH**
[45] minutes, every [week]

| | | | |
|---|---|---|---|
| **Time** | [00:00] to [00:00] | **Location** | [Room or video link] |
| **Facilitator** | [Name] | **Notetaker** | [Name] |
| **Attendees** | [Names] | | |

## OBJECTIVE

Check progress against this period's goals, clear blockers, and agree the actions for the next [week].

Standing items stay the same every time. Only the new topics change, so the agenda takes five minutes to update.

## BEFORE THE MEETING

- Update your numbers in the metrics table by [Monday 17:00].
- Mark each of your open actions as Done, On track or Stuck.
- Add new topics to the agenda by [time]. No topic, no slot.

## AGENDA (45 MINUTES)

| Min | Item | Lead | Purpose |
|---|---|---|---|
| 5 | **Check-in**<br>Standing item. One line each on what matters most this week. | [Facilitator] | Inform |
| 10 | **Metrics review**<br>Standing item. Talk only about numbers that missed target. | [Name] | Discuss |
| 10 | **Previous actions**<br>Standing item. Stuck items get a new plan or a new owner. | [Name] | Discuss |
| 15 | **New topics**<br>[Topic 1], [Topic 2]. Each one needs a lead and a question. | [Name] | **Decide** |
| 5 | **Actions for next time**<br>Read back owners and dates. | [Notetaker] | **Decide** |

## METRICS

| Metric | Target | This period | Last period | Note |
|---|---|---|---|---|
| **[Metric 1]** | [0] | [0] | [0] | [Why it moved] |
| **[Metric 2]** | [0] | [0] | [0] | [Why it moved] |
| **[Metric 3]** | [0] | [0] | [0] | [Why it moved] |

## OPEN ACTIONS FROM LAST TIME

| Action | Owner | Status |
|---|---|---|
| **[Action]** | [Name] | [Done / On track / Stuck] |
| **[Action]** | [Name] | [Done / On track / Stuck] |

MEETING RECORD

# Recurring Meeting Agenda

NOTETAKER
[Name]

## DECISIONS, ACTIONS AND PARKING LOT

| Type | What was agreed | Owner | Due |
|---|---|---|---|
| **Action** | [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]