EVERYDAY MEETINGS

Meeting Agenda

[Meeting name]

MEETING DATE
[Month day, year]

LENGTH
30 minutes

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

Objective

> By the end of this meeting we will [decide / agree on / complete] [one specific outcome].
> Write an outcome, not a topic. "Decide whether to launch Friday" is an outcome. "Website launch" is a topic.

Before the meeting

- Read: [document or link], about [5] minutes.
- Bring: [numbers, a draft, or a question you need answered].
- Agenda sent by [date], at least one working day before the meeting.

Agenda (30 minutes)

No.	Min	Item	Lead	Purpose
1	**2**	**Welcome and objective** Read the objective aloud so everyone works toward the same result.	[Facilitator]	Inform
2	**8**	**[Topic 1]** [What question this item answers]	[Name]	Discuss
3	**8**	**[Topic 2]** [What question this item answers]	[Name]	**Decide**
4	**5**	**Open discussion** Questions nobody planned for. Park anything that needs longer.	All	Discuss
5	**7**	**Decisions, owners and dates** Read back each decision and action before people leave.	[Notetaker]	**Decide**

Before you send this agenda

- ☐ The objective is a result, not a topic
- ☐ Every item has a lead and a time
- ☐ Each item says Inform, Discuss or Decide
- ☐ Only people needed for the outcome are invited
- ☐ Reading is attached, not "to follow"
- ☐ Times add up to the meeting length

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