

Problem-Solving Team Meeting Agenda Template*

Date and time:	
Location:	If the meeting was held virtually, indicate the platform, room link, and the “owner” of the room.
Attendees:	List the names of the meeting participants: 1. 2. 3.
	Notes: Use this field to list the names of attendees who cannot attend as well as their reason 1 2 3

Previous meeting review:	<p>Action Item #1 - [Task name] (% [name of task owner])</p> <ul style="list-style-type: none"> ● Review of action items from the previous meeting ● Progress updates on assigned tasks based on reports <p>Notes:</p> <ul style="list-style-type: none"> ● You may indicate here any notes about the task. Does it have to be done again? Delegated to another person? Continued until the next progress check? <p>Action Item #2 - [Task name] (% [name of task owner])</p> <ul style="list-style-type: none"> ● Review of action items from the previous meeting ● Progress updates on assigned tasks based on reports <p>Notes:</p> <ul style="list-style-type: none"> ● You may indicate here any notes about the task. Does it have to be done again? Delegated to another person? Continued until the next progress check?
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Problem statement:	<ul style="list-style-type: none"> ● Problem 1: Insert problem and length of discussion time <ul style="list-style-type: none"> ○ % [insert name of person to handle the item] ○ Any notes on the topic
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	<ul style="list-style-type: none"> ● Problem 2: Insert problem and length of discussion time <ul style="list-style-type: none"> ○ % [insert name of person to handle the item] ○ Any notes on the topic ● Problem 3: Insert problem and length of discussion time <ul style="list-style-type: none"> ○ % [insert name of person to handle the item] ○ Any notes on the topic
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Problem # 1	<p>Problem - give a background of the problem/issue % [name of person to handle the topic]</p> <p>Allotted time: [x] minutes</p>
Possible Solutions	<p>Problem 1: [Problem Name based on above]</p> <ul style="list-style-type: none"> ● Solution #1 - [Task] (% [employee name]) <ul style="list-style-type: none"> ○ Enumerate the pros & cons of the solution / feasibility / potential impact of the solution ○ Deadline: [insert date] ○ Notes: ● Solution #2 - [Task] (% [employee name]) <ul style="list-style-type: none"> ○ Enumerate the pros & cons of the solution / feasibility / potential impact of the solution ○ Deadline: [insert date] ○ Notes:
Action Plans	<p>Leave this section blank before the meeting. You may use this section for unexpected discussions or time-sensitive issues that may arise during the meeting.</p>

Problem # 2	<ul style="list-style-type: none"> ● Problem - give a background of the problem/issue ● % [name of person to handle the topic] ● Allotted time: [x] minutes
Possible Solutions	<p>Problem 2: [Problem Name based on above]</p> <ul style="list-style-type: none"> ● Solution #1 - [Task] (% [employee name]) <ul style="list-style-type: none"> ○ Enumerate the pros & cons of the solution /

	<ul style="list-style-type: none"> ○ feasibility / potential impact of the solution ○ Deadline: [insert date] ○ Notes: ● Solution #2 - [Task] (% [employee name]) <ul style="list-style-type: none"> ○ Enumerate the pros & cons of the solution / feasibility / potential impact of the solution ○ Deadline: [insert date] ○ Notes:
Action Plans	<p>Leave this section blank before the meeting. You may use this section for unexpected discussions or time-sensitive issues that may arise during the meeting.</p>

Next meeting date and time:	
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Adjournment:	What time the meeting ended
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**Feel free to customize these templates according to your specific meeting requirements and add or remove sections as needed.*