**Standard Team Meeting Agenda Template\***

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| **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 |

**Action Item #1 - [Task name] (℅ [name of task owner])**

* Review of action items from the previous meeting
* Progress updates on assigned tasks based on reports

**Notes:**

* 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?

**Action Item #2 - [Task name] (℅ [name of task owner])**

* Review of action items from the previous meeting
* Progress updates on assigned tasks based on reports

**Notes:**

* 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?

**Previous meeting review:**

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| --- | --- |
| **Discussion topics:** | * **Topic 1:** Insert topic and length of discussion time   + ℅ [insert name of person to handle the topic] |

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| --- | --- |
|  | * Any notes on the topic * **Topic 2: I**nsert topic and length of discussion time   + ℅ [insert name of person to handle the topic]   + Any notes on the topic * **Topic 3:** Insert topic and length of discussion time   + ℅ [insert name of person to handle the topic]   + Any notes on the topic |

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| **Topic # 1** | Topic Name - ℅ [name of person to handle the topic] Allotted time: [x] minutes |
| **Action items:** | Write the steps that need to be taken and assign action items to team members. Also, include the deadline for each task.  Topic 1: [Topic Name based on above]   * Action Item #1 - [Task] (℅ [employee name])   + Deadline: [insert date]   + Notes: * Action Item #2 - [Task] (℅ [employee name])   + Deadline: [insert date]   + Notes: |
| **Additional items/notes:** | 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. |

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| **Topic # 2** | Topic Name - ℅ [name of person to handle the topic] Allotted time: [x] minutes |
| **Action items:** | Write the steps that need to be taken and assign action items to team members. Also, include the deadline for each task.  Topic 2: [Topic Name based on above]   * Action Item #1 - [Task] (℅ [employee name])   + Deadline: [insert date]   + Notes: * Action Item #2 - [Task] (℅ [employee name]) |

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| --- | --- |
|  | * Deadline: [insert date] * Notes: |
| **Additional items/notes:** | 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. |

**Next meeting date and time:**

What time the meeting ended

**Adjournment:**

\**Feel free to customize these templates according to your specific meeting requirements and add or remove sections* as needed.