

## Standard Team Meeting Agenda Template\*

<b>Date and time:</b>	
<b>Location:</b>	If the meeting was held virtually, indicate the platform, room link, and the “owner” of the room.
<b>Attendees:</b>	List the names of the meeting participants:  1. 2. 3.
	<b>Notes:</b>  Use this field to list the names of attendees who cannot attend as well as their reason 1 2 3
<b>Previous meeting review:</b>	<p><b>Action Item #1 - [Task name] (% [name of task owner])</b></p> <ul style="list-style-type: none"> <li>● Review of action items from the previous meeting</li> <li>● Progress updates on assigned tasks based on reports</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● 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?</li> </ul> <p><b>Action Item #2 - [Task name] (% [name of task owner])</b></p> <ul style="list-style-type: none"> <li>● Review of action items from the previous meeting</li> <li>● Progress updates on assigned tasks based on reports</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● 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?</li> </ul>
<b>Discussion topics:</b>	<ul style="list-style-type: none"> <li>● <b>Topic 1:</b> Insert topic and length of discussion time             <ul style="list-style-type: none"> <li>○ % [insert name of person to handle the topic]</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Any notes on the topic</li> <li>● <b>Topic 2:</b> Insert topic and length of discussion time <ul style="list-style-type: none"> <li>○ % [insert name of person to handle the topic]</li> <li>○ Any notes on the topic</li> </ul> </li> <li>● <b>Topic 3:</b> Insert topic and length of discussion time <ul style="list-style-type: none"> <li>○ % [insert name of person to handle the topic]</li> <li>○ Any notes on the topic</li> </ul> </li> </ul>
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<b>Topic # 1</b>	<p>Topic Name - % [name of person to handle the topic]</p> <p>Allotted time: [x] minutes</p>
<b>Action items:</b>	<p>Write the steps that need to be taken and assign action items to team members. Also, include the deadline for each task.</p> <p>Topic 1: [Topic Name based on above]</p> <ul style="list-style-type: none"> <li>● Action Item #1 - [Task] (% [employee name]) <ul style="list-style-type: none"> <li>○ Deadline: [insert date]</li> <li>○ Notes:</li> </ul> </li> <li>● Action Item #2 - [Task] (% [employee name]) <ul style="list-style-type: none"> <li>○ Deadline: [insert date]</li> <li>○ Notes:</li> </ul> </li> </ul>
<b>Additional items/notes:</b>	<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>

<b>Topic # 2</b>	<p>Topic Name - % [name of person to handle the topic]</p> <p>Allotted time: [x] minutes</p>
<b>Action items:</b>	<p>Write the steps that need to be taken and assign action items to team members. Also, include the deadline for each task.</p> <p>Topic 2: [Topic Name based on above]</p> <ul style="list-style-type: none"> <li>● Action Item #1 - [Task] (% [employee name]) <ul style="list-style-type: none"> <li>○ Deadline: [insert date]</li> <li>○ Notes:</li> </ul> </li> <li>● Action Item #2 - [Task] (% [employee name])</li> </ul>

	<ul style="list-style-type: none"> <li>○ Deadline: [insert date]</li> <li>○ Notes:</li> </ul>
<b>Additional items/notes:</b>	<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>

<b>Next meeting date and time:</b>	
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<b>Adjournment:</b>	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.*