

Weekly Meeting Agenda Template

A free checklist for all team meetings.

- **Before the team meeting**
 - Meeting has a clearly defined objective
 - Necessary participants are determined
 - Meeting time is set
 - Meeting location is set
 - Team meeting agenda is prepared
 - Meeting agenda is distributed to the participants
 - All other background material is distributed
 - The meeting room is booked, prepped and ready

- **During the meeting**
 - The team meeting starts on time
 - Team meeting ground rules are established
 - Meeting agenda is reviewed
 - The purpose of the meeting is made clear
 - Agenda is followed
 - One topic is discussed at a time
 - One person has the floor at a time
 - Discussions are relevant
 - Each agenda item was wrapped-up out loud
 - Time schedule is followed

- **Participation in the meeting**
 - All team members have a chance to express their opinion
 - Open-ended questions are used

- **Outcome of the team meeting**
 - Progress is made toward the objective
 - Important discussions and decisions are summarized
 - Responsibilities, assigned tasks and deadlines are documented
 - Date, time and place for the next meeting is announced
 - Team meeting ends on time
 - Everyone leaves the room knowing the next step

- **After the meeting**
 - Participants received a follow-up memo within 24 hours
 - Delegation decisions are followed-up
 - Unfinished business is put on the agenda for the next team meeting

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