

Meeting Agenda

[Organization Name]

January 1, 2026

60 minutes

Meeting Purpose:

Give everyone the purpose, the topics, the time each one gets and the decisions that need making, before the meeting rather than during it. Replace the example items with your own and share it at least a day ahead.

Before you send it:

- *Write the purpose line first. If you cannot say what the meeting is for in one sentence, it is probably two meetings. Every item needs an owner and a time. If an item has no decision behind it, it is information and likely doesn't need a whole slot..*

5 min

Purpose and agenda review

- Confirm what this meeting is for
- Confirm what has to be decided by the end
- Who is chairing, who is taking notes

5 min

Previous action items

- Run through what was owed from last time
- Carry forward anything still open, with a new date

15 min

Agenda item 1

- Owner:
- Decision needed / outcome:
- Notes:

15 min

Agenda item 2

- Owner:
- Decision needed / outcome:
- Notes:

10 min

Agenda item 3

- Owner:
 - Decision needed / outcome:
 - Notes:
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5 min

Any other business

- Anything raised that was not on the agenda
- Park anything that needs its own meeting

5 min

Action items and next meeting

- Read every action item back out loud
 - Owner and due date against each one
 - Confirm the next meeting date
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