

Team Meeting Template

Instructions: Make a copy, complete, and share a link within the meeting invitation for meetings with 4 or more attendees.

Let's make our meetings more productive by adhering to these principles:

- All meetings must have a clear objective & outcome
- All meeting attendees have a responsibility to contribute to this objective
- Post-meeting actions are essential to maintain momentum & accountability

Date:

Meeting Title:

Objective (What we want to accomplish by the end of the meeting)

Examples:

Decide _____, Take Action on _____, Brainstorm _____

Outcome (What will be possible as a result of our time together)

Examples:

Greater clarity, more alignment, better results

Project Owner and/or Decision Maker:

Pre-work:

Post Meeting Actions:

Action	Owner	By Date