Template



Meeting Agenda Template



You can add other details for your meeting here and customize it according to your needs.

Type of Meeting:	
Scope of Meeting:	
/ Location:	
/ Meeting Link:	
I Date and Time∙ Jun 28	2025 10:30 AM

Participants

In a planned meeting, we already know who is required to attend. Tick the checklist beside each attendee's name for the actual attendees.

Put you wouldn't need this if you had <u>ClickUp's Al Notetaker</u> capturing notes for you, recognizing speakers, and automatically assigning action items.

Learn more here: ■ Introducing ClickUp Al Notetaker

- Facilitator: [Facilitator Name]
- Note Taker: [Note Taker Name]
- Attendees:
 - ☐ Attendee Name 1



☐ Atte	endee	Name	2
☐ Atte	endee	Name	3
☐ Atte	endee	Name	4

Meeting Notes

Use the table below to record action items and the responsible party.

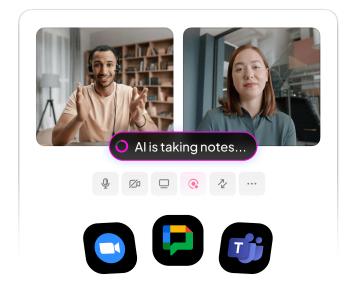
Your Action Items				
Assignee	Тт Tasks	⊟ Date	⊡ Status	
≗ Person		□ Date	Not started •	
≗ Person		□ Date	Not started •	
≗ Person		□ Date	Not started •	

Post-Meeting Details

Provide the post-meeting information in the fields below.

- Recorded Meeting Link:
- **Date of Next Meeting:**
- **E** Time of Next Meeting:
- **E** Location of Next Meeting:







About ClickUp



<u>ClickUp</u>'s end-to-end project management tool makes meetings easier to plan, run, and follow up without losing track.

- Build polished agendas in ClickUp Docs with banners, callouts, and rich formatting
- Create tasks directly in Docs and assign them without switching tabs
- Record async updates with ClickUp Clips so everyone's on the same page
- Use the Al Notetaker to auto-capture meeting notes while you talk
- Ask Al to surface decisions, next steps, or past notes instantly
- Schedule and manage meetings with ClickUp's Al-powered Calendar

Solution Grab the original Meeting Agenda Template on ClickUp!



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