✍️ Template

Meeting Agenda Template

📝 Meeting Details

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:**

🖊️ **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.

> 💡 But you wouldn't need this if you had ClickUp's AI Notetaker capturing notes for you, recognizing speakers, and automatically assigning action items.
>
> Learn more here: ▶️ Introducing ClickUp AI Notetaker

- **Facilitator:** [Facilitator Name]

- **Note Taker:** [Note Taker Name]

- **Attendees:**

  - ☐ Attendee Name 1

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☐ Attendee Name 2

☐ Attendee Name 3

☐ Attendee Name 4

✍️ Meeting Notes

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

Your Action Items			
👤 **Assignee**	T⊤ **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:**

🔡 **Time of Next Meeting:**

🔡 **Location of Next Meeting:**

Turn Conversations into Action with ClickUp's AI Notetaker
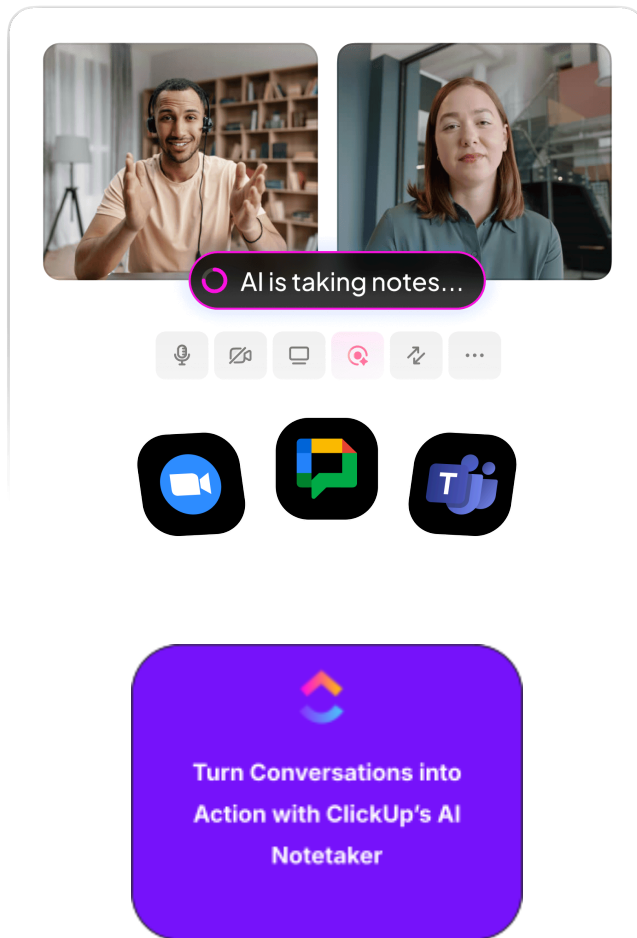
💡 About ClickUp

[ClickUp](link)'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 AI Notetaker to auto-capture meeting notes while you talk

- Ask AI to surface decisions, next steps, or past notes instantly

- Schedule and manage meetings with ClickUp's AI-powered Calendar

🔗 **[Grab the original Meeting Agenda Template on ClickUp!](link)**

⚠️ Disclaimer

⚠️⚠️⚠️ All articles, templates, and information provided by ClickUp are for reference purposes only.

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