

Managers Meeting Agenda Template

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What's inside this Managers Meeting Agenda Template:

1 Context

Provide content and subject matter of today's manager's meeting.

2 Employee headlines

Take five minutes for leadership members to share any employee feedback. Add any reported issues to the issues list portion of the agenda.

3 Manager's roundtable

Go around and have each manager discuss the topics of today's meeting:

- Manager 1
- Manager 2
- Manager 3

4 Issues

Have managers rank and discuss issues in order of priority.

5 Problem-solving session

Taking the time to constructively solve problems. Discuss and determine action items that managers can take to resolve the problems.

6 To-do list

To-do list that gets carried over from meeting to meeting.

7 Recap

Bring the discussion to a close; review your to-do list items and identify the next steps.cd

