Team meeting agenda template

Post it a day ahead with links. 40 minutes for a team of up to about ten.

Team meeting: team _____ , date _____ , length _____ minutes

Facilitator: name _____ · Notes: name _____

Read before the meeting

Link to written updates: what moved, what's stuck, what's next

1. Decisions needed (15 min)

Decision _____ · Owner: name _____ · Options: link _____

Decision _____ · Owner: name _____ · Options: link _____

Decision _____ · Owner: name _____ · Options: link _____

2. Blockers to clear (10 min)

Item _____ , waiting on person or thing _____ since day _____

3. Discussion (10 min)

One topic that needs the whole team, and its goal: decide, agree or explore

4. Next steps (5 min)

Action _____ · Owner: name _____ · By: date _____

Action _____ · Owner: name _____ · By: date _____

Action _____ · Owner: name _____ · By: date _____

Parked for later

Topics that came up but don't need everyone