Weekly Meeting Agenda Template

A free checklist for all team meetings.

Before the team meeting

- [ ] Meeting has a clearly defined objective
- [ ] Necessary participants are determined
- [ ] Meeting time is set
- [ ] Meeting location is set
- [ ] Team meeting agenda is prepared
- [ ] Meeting agenda is distributed to the participants
- [ ] All other background material is distributed
- [ ] The meeting room is booked, prepped and ready

During the meeting

- [ ] The team meeting starts on time
- [ ] Team meeting ground rules are established
- [ ] Meeting agenda is reviewed
- [ ] The purpose of the meeting is made clear
- [ ] Agenda is followed
- [ ] One topic is discussed at a time
- [ ] One person has the floor at a time
- [ ] Discussions are relevant
- [ ] Each agenda item was wrapped-up out loud
- [ ] Time schedule is followed

Participation in the meeting

- [ ] All team members have a chance to express their opinion
- [ ] Open-ended questions are used

Outcome of the team meeting

- [ ] Progress is made toward the objective
- [ ] Important discussions and decisions are summarized

- [ ] Responsibilities, assigned tasks and deadlines are documented
- [ ] Date, time and place for the next meeting is announced
- [ ] Team meeting ends on time
- [ ] Everyone leaves the room knowing the next step

After the meeting

- [ ] Participants received a follow-up memo within 24 hours
- [ ] Delegation decisions are followed-up
- [ ] Unfinished business is put on the agenda for the next team meeting

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