

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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