[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Team Meeting Agenda

Running meetings that end with decisions: one purpose, timed items, one owner per item, and actions captured at the end.

Meeting details: Date: _____ **Time:** _____ **Location / video link:** _____

Chair: _____ **Purpose:** _____ **Outcome needed:** _____

Attendees: _____ **Prepared by:** _____ **Owner:** _____

Version: 1.0 **Agenda items and timings:**

Item	Lead	Time allowed
Welcome and previous actions		5 min
Main topic 1		15 min
Main topic 2		15 min
Any other business		5 min

Discussion notes

Item	Key points raised
Example: Supplier delay	Alternative supplier quoted 5 days faster; decision needed this week

Decisions made

Decision	Decided by	Effective from
Example: Switch to the alternative supplier for the June order	Team Lead	Immediately

Actions and owners

Action	Owner	Due
Example: Confirm the order with the alternative supplier	Office Manager	20 May 2026

Completion checklist: [ ] The purpose and the outcome needed are written before the meeting starts.

[ ] Every agenda item has a lead and a time allowance, and the meeting stays inside them.

[ ] Every decision has an action with an owner and a due date.