

MEETING AGENDA TEMPLATE PACK

Blank template + filled example + team, staff, project, sales, and client agendas

Free copy-ready resource

Use this pack before a meeting. Define the objective first, then give each agenda item a purpose, owner, and time box. Remove sections that do not apply. Do not invent owners, deadlines, decisions, or client commitments.

Included

- Master blank meeting agenda template
- Filled 45-minute project launch example
- Weekly team meeting agenda
- Staff meeting agenda
- Project meeting agenda
- Sales meeting agenda
- Client meeting agenda
- Quick agenda-format checklist

1. Master Blank Meeting Agenda

Objective	[What should be true or decided when the meeting ends?]
Preparation	[Pre-read, data, document, or task attendees should complete]

Agenda item	Owner	Purpose	Time
[Topic / decision / question]	[Owner]	Inform / Discuss / Decide	[X min]
[Topic / decision / question]	[Owner]	Inform / Discuss / Decide	[X min]
[Topic / decision / question]	[Owner]	Inform / Discuss / Decide	[X min]

Decisions to make

- [Decision or approval needed]

Actions and next steps

- [Action] - [Owner] - [Due date]

Next checkpoint: [Date / trigger / follow-up meeting]

2. Filled Example - 45-Minute Project Launch Review

Objective	Confirm the October 20 launch date, resolve two open blockers, and assign owners for launch-day tasks.
Preparation	Review launch readiness dashboard; product owner posts final QA status by 9:00 AM.

Agenda item	Owner	Purpose	Time
Readiness snapshot	Maya	Inform	5 min
Checkout bug and QA risk	Jordan	Discuss	10 min
Final launch-date decision	Maya	Decide	10 min
Sales enablement gaps	Priya	Discuss	8 min
Support coverage and escalation owner	Luis	Decide	7 min
Decisions and action recap	Maya	Confirm	5 min

Decisions to make

- Keep or move the October 20 launch date.
- Confirm launch-day escalation owner.

Actions and next steps

- Jordan - close checkout bug or publish mitigation plan - Oct. 9
- Priya - deliver final sales FAQ - Oct. 12
- Luis - publish support escalation rota - Oct. 12

Next checkpoint: Launch readiness review on October 13.

3. Weekly Team Meeting Agenda

Objective	Align on priorities, blockers, and decisions for the week.
Preparation	Review previous actions and current weekly metrics.

Agenda item	Owner	Purpose	Time
Wins and important updates	[Owner]	Inform	5 min
Review open actions	[Owner]	Discuss	5 min
Metrics / progress that changed	[Owner]	Inform	5 min
Blockers requiring team input	[Owner]	Discuss	10 min
Priorities for this week	[Owner]	Decide	10 min
Decisions and action recap	[Facilitator]	Confirm	5 min

Decisions to make

- [Add only decisions that must be made in this meeting]

Actions and next steps

- [Action] - [Owner] - [Due date]

Next checkpoint: [Next date or trigger]

4. Staff Meeting Agenda

Objective	Share operational updates, address staff issues, and confirm upcoming responsibilities.
Preparation	Bring any required policy, staffing, or training material.

Agenda item	Owner	Purpose	Time
Welcome / announcements	[Facilitator]	Inform	5 min
Administrative and housekeeping updates	[Owner]	Inform	5 min
Policy, compliance, or training item	[Owner]	Discuss	10 min
Department / staffing updates	[Owner]	Discuss	10 min
Upcoming dates and deadlines	[Owner]	Inform	5 min
Staff questions and actions	[Facilitator]	Discuss	10 min

Decisions to make

- [Add only decisions that must be made in this meeting]

Actions and next steps

- [Action] - [Owner] - [Due date]

Next checkpoint: [Next date or trigger]

5. Project Meeting Agenda

Objective	Confirm current status, resolve risks, and agree on the next project actions.
Preparation	Update milestone status, risks, and dependencies before the meeting.

Agenda item	Owner	Purpose	Time
Milestone / status review	[Owner]	Inform	5 min
Changes since the last meeting	[Owner]	Inform	5 min
Risks and blockers	[Owner]	Discuss	10 min
Dependencies requiring coordination	[Owner]	Discuss	8 min
Decisions / approvals needed	[Decision owner]	Decide	10 min
Upcoming work and owners	[Facilitator]	Confirm	7 min

Decisions to make

- [Add only decisions that must be made in this meeting]

Actions and next steps

- [Action] - [Owner] - [Due date]

Next checkpoint: [Next date or trigger]

6. Sales Meeting Agenda

Objective	Identify deal movement, resolve priority blockers, and confirm next actions.
Preparation	Update priority opportunities and buyer evidence before the meeting.

Agenda item	Owner	Purpose	Time
Pipeline snapshot	[Owner]	Inform	5 min
Priority opportunities that changed	[Owner]	Discuss	10 min
Deal blockers / objections requiring help	[Owner]	Discuss	10 min
Forecast changes and evidence	[Owner]	Decide	8 min
Customer commitments / next meetings	[Owner]	Confirm	7 min
Actions and owners	[Facilitator]	Confirm	5 min

Decisions to make

- [Add only decisions that must be made in this meeting]

Actions and next steps

- [Action] - [Owner] - [Due date]

Next checkpoint: [Next date or trigger]

7. Client Meeting Agenda

Objective	Align on the client priority, resolve open questions, and confirm mutual commitments.
Preparation	Send required documents and questions before the meeting.

Agenda item	Owner	Purpose	Time
Context since the last meeting	[Owner]	Inform	5 min
Client priorities / desired outcome	[Client / owner]	Discuss	10 min
Progress, results, or deliverables	[Owner]	Inform	10 min
Open questions and decisions	[Decision owners]	Decide	10 min
Risks, concerns, or dependencies	[Owners]	Discuss	8 min
Mutual commitments and next checkpoint	[Facilitator]	Confirm	7 min

Decisions to make

- [Add only decisions that must be made in this meeting]

Actions and next steps

- [Action] - [Owner] - [Due date]

Next checkpoint: [Next date or trigger]

8. Meeting Agenda Format Checklist

Field	Purpose	Prompt
Meeting title	Names the meeting	What meeting is this?
Objective	Defines the result	What should be true when it ends?
Attendees	Limits participation	Who must contribute or decide?
Agenda item	Names the topic/question/decision	What exactly needs attention?
Purpose	Labels Inform / Discuss / Decide	What must attendees do with this item?
Owner	Assigns responsibility	Who must prepare and lead it?
Time box	Protects total duration	How many minutes can this item use?
Preparation	Moves reading outside meeting time	What should attendees review first?
Output	Captures decisions/actions	What must leave the meeting?

Usage Note

A meeting agenda is a working structure, not a script. Remove irrelevant sections. Use verified context. Do not invent owners, deadlines, decisions, or client commitments.