

HOW TO END MEETINGS ABOUT MEETINGS AND START MAKING DECISIONS

Meeting Agenda Template



StellaPop

There's nothing worse than having a meeting with your team and at the end not having a clear and concise plan of how to move forward. Having unproductive meetings often lead to more meetings — a vicious cycle. **Stop the endless conversations and start making decisions once and for all with a simple agenda meeting template.**

This template is a guide for you to use at all your meetings, no matter how large or small, to keep your team not just on track, but accountable as well. This template is two simple pages, the first being the important cover sheet where you describe the who, what, when and where items of the meeting, while also informing attendees if there is any preparation that needs to be done before the scheduled meeting time. By providing all these items at-a-glance it allows your team to come prepared so your time can be maximized and there is more focus throughout the meeting.

The second page of the template is designed to outline the top three to five items for discussion, decision or debrief. It also outlines who is going to be leading that topic. There is an area for next action steps and notes so each team member has a record of what is expected of them moving forward. Finally, you can compile the next agenda around these action steps or deliverables.

This two-page meeting agenda template, will take you through the steps to develop a strategic, fine-tuned agenda for all your company or client meetings. By the end, you should have a well-crafted agenda that keeps you and your team organized, focused and moving forward as you continue to grow your business.

Ready to dive in? Let's get started.

WEEKLY STAFF MEETING

Topic:

Marketing Budget, Strategy and Analytics Review

Date:

May 1, 2017

Time:

1-3pm

Location:

Conference Room B

Attendees:

Shannon, Carol, Bob, Sally

Preparation:

Carol: compile analytics report

Sally: create marketing budget for upcoming month

Bob: do brief outline for marketing strategy

Purpose of Meeting:

To review last month's marketing analytics and where we need to pivot on strategy moving forward and how these two pieces related to the amount of spend for the desired ROI.

Goal:

To make a decision on marketing budget for upcoming month and discuss upcoming strategy for our marketing efforts.

Agenda Sample

Time	Priority	Discussion. Decision. Debrief.	Leader	Action Steps	Notes
1:00-1:30	Budget	Decision	Sally		
1:30-2:30	Strategy	Discussion	Bob		
2:30-3:00	Analytics	Debrief	Carol		

The next two pages are for you to systemize your internal meeting agendas. Just click on any part of the white space to edit or add text to all the sections within the cover sheet and agenda.
BOOM! Customized.

Topic:

Preparation:

Goal:

Date:

Time:

Purpose of Meeting:

Location:

Attendees:



GET. THINGS. DONE.

Rather not lift a finger? Give us a call. [703-956-3022](tel:703-956-3022)



Management | Branding | Marketing | HR | Workplace Services

Mike O'Grady
Partner and CEO

12110 Sunset Hills Road, Suite 600 | Reston, VA 20190
info@stellapop.com | [703-956-3022](tel:703-956-3022)