

Practical Edge Training

Meeting Agenda Template

Use this template to plan focused, productive meetings that end with clear decisions and action items.

Meeting Details

Meeting Title: _____

Date: _____ Time: _____

Location / Platform: _____

Meeting Leader: _____

Attendees: _____

Purpose

What is the primary objective of this meeting?

Agenda

1. _____ Time: _____

2. _____ Time: _____

3. _____ Time: _____

4. _____ Time: _____

5. _____ Time: _____

Key Discussion Notes

Decisions Made

1. _____

2. _____

3. _____

Action Items

Task | Owner | Due Date

Meeting Wrap-Up Checklist

- ☐ Meeting started on time
- ☐ Stayed focused on the agenda
- ☐ Everyone had an opportunity to contribute
- ☐ Decisions were documented
- ☐ Action items were assigned
- ☐ Next steps and follow-up were communicated

Next Meeting

Date: _____

Purpose: _____