



A Team Exercise in Planning & Practicing

Meeting Agenda Template

Project / Team / Department:

Meeting Title:

Date:

Location:

Attendees:

Purpose: (Things I want to be able to do at the end of this meeting. Ex. present and discuss an idea, make a decision, complete a deliverable, etc. If your meeting doesn't have a specific purpose, chances are you don't need a meeting!)

Roles: (If possible, divide roles up into the meeting. Otherwise, assign at the beginning.) (If you have your own, you can use the roles below or come up with your own. Try to take on a different role each time!)

Facilitator:

Timekeeper:

Note-taker:

Participant(s):



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Process Questions

these questions:

Are we as a team in the work?

What are our preferred practices, if any, in our division?

How is the pace, flow, and tone of the meetings?

What should we do more of? Less of?

What should we continue as is?

How well do we stay on topic?

Do we look for problems in our process rather than blame each other?

How well do we discuss the information?

How well do we respond to each other's questions?

Are we satisfied with the process we've used?