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No two types of meetings are quite alike, and the right agenda to make each one a productive business meeting varies too. Using a creative meeting agenda template ensures that you cover all the key points and your team members walk away feeling confident about what's next. Plus, when a meeting stays on task, you never have to think, "Man, this could've just been an email!" Don't let your meetings be like that — find a template below that works for all your problem-solving, brainstorming, and one-on-one needs. The meeting agenda is a list of meeting talking points and the time allotted to each. Your templates can help you properly organize and time these points with generalized headings and topics relevant to the type of meeting you're holding. Feel free to modify them as needed, but don't entirely erase them — use them as mostly-written agendas rather than totally blank slates. You can encourage other folks attending the meeting to add talking points too. 9 creative meeting agenda templates From formal meetings to sales team meetings, the below sample meeting templates should help you plan any occasion. Bonus tip: As you take your meeting notes, you can organize them into the same categories and order as these templates. The kick-off meeting template ensures that everyone is on the same page when beginning a new venture. It will help you explain a project's background, purpose, scope, timeline, and roles. It also leaves plenty of room for questions. This way, you can present your vision of the project and deliverables and give everyone room to ask about any unclear points. If you're setting out into uncharted waters with a new project, this template can replace stress with reassurance. 2 Brainstorm meeting agenda template To motivate your team and get the ideas flowing, look no further than the brainstorming meeting agenda template — umbrella not required, but sometimes encouraged for a downpour of creativity. This template sets ground rules and prompts for brainstorming and gives everyone a chance to vote on ideas. It's a true gathering of the greatest minds. 3 Performance review meeting agenda template Regular performance reviews are key to a team member's growth, and the performance review meeting template is its trusted companion. The template gives you space to recognize the team member's great work while also including space for constructive feedback. With this agenda, you can easily help your team members feel valued, seen, and supported during what can often be a stressful occasion. 4 Sales team meeting agenda template Sales team meetings are all about productivity and efficiency, and your sales meeting agenda should reflect those goals. To drive great results, implement a sales team template that makes space for metrics review, pipeline updates, wins, roadblocks, and meeting action items. When you keep your sales team on track, you keep them on target. 5 Leadership team meeting agenda template Leadership team meeting templates set the right tone from the beginning with a structure that gives your company's higher-ups all the information they need. They're effective whether you're gathering the head honchos to look at your quarterly finances, plan out a growth strategy, or anything in between. The leadership team meeting template includes updates, metrics review, wins, roadblocks, feedback, and priorities to help everyone get on the same page. 6 One-on-one meeting agenda template One-on-one meetings can feel intimidating — how often are you meeting alone with just one other person from your team? A one-on-one meeting agenda template can help you feel calm before and during your meeting. It can help you just casually chat with a team member while setting expectations. That's important whether you're training a new team member or catching up with someone you've worked with for ages. Michael Lopp, the author of *Managing Humans* and *The Art of Leadership*, has additional advice on how to run great one-on-ones. "The important part of regular 1-on-1s is not that information is conveyed, but it's about you being consistent as a leader," he says. "What is more important than trust and respect in all directions on a team? A 1-on-1 over time will show your team that you care about that." 7 SCAMPER problem-solving meeting agenda template SCAMPER is an acronym that stands for "substitute, combine, adapt, modify, put to another use, eliminate, reverse." This problem-solving technique lets your team explore unconventional ways of thinking through seven different perspectives. A SCAMPER template breaks down this method into meeting agenda sections so you can use the acronym for the best possible conversation. 8 Standard team meeting agenda template Gathering your team weekly is super important. That's because success is way more likely when you regularly get everyone on the same page. With a standard team meeting template, you can keep your team on track as you get all your ducks in a row. The template covers old business, new business, next steps, and action items. It's way more general than any other template on this list, so you can easily customize it to perfectly fit your weekly meetings. 9 Board meeting agenda template The board meeting agenda template resembles meeting minutes. That's because board meetings are highly formal, so an agenda that resembles the most formal type of meeting notes makes the whole affair much easier. With this template, you can easily leave space for a call to order, roll call, and review of the previous meeting's minutes. You can then discuss open issues and new business before closing things out and submitting your meeting minutes. Your board meeting agenda template will make sure your meeting minutes are cohesive, organized, and effective — the agenda basically becomes the minutes. Why meeting agenda templates are important Below is a broad overview of why all the above meeting templates are so important. Actually, this advice applies to any meeting agenda. After all, most of the above agendas are highly customizable, so you can repurpose them for other, more niche meetings. Help with structure. A meeting needs order, and a creative meeting agenda template provides that so your team can stay on task. With a firm meeting structure, you'll more likely achieve your goals and get your team members on the same page going forward. Save time and resources. There's nothing worse than wasting your team's time. A clear agenda born from a creative template can give your employees valuable time back since it leaves less room for going off track. Promote organization. Having an organized meeting to kick off a project or update team members on progress is a great way to stay organized from the start. When a project's beginning is clear, you establish the right path from the jump. Establish clear next steps. Agenda templates ensure that you leave enough time to discuss next steps — a common oversight if you're writing your own agenda. Leaving space for next steps makes it much more likely that everyone walks away knowing what's expected of them. Encourage collaboration. When you distribute an agenda well ahead of time, you keep your team engaged and collaborative. After all, a template that offers space for group brainstorming, or breaking off into smaller groups, can get everyone working together. This sort of collaboration provides fresh perspectives that can help you stay ahead of the curve. Come prepared with a creative agenda. A well-planned meeting with a clear purpose typically leads to better communication, clearer goals, and more productive meetings. A creative meeting agenda template that includes clear topics, goals, and some time for questions is a great start. Fellow offers a variety of highly customizable and free meeting agendas for virtually every meeting type under the sun. With these templates, you can help your team build great meeting habits and make the best of their talents. Imagine you walked into a room and had virtually no idea why you were there. You recognized some of the other people there, but not everyone. Someone just began speaking and you weren't really sure what they were saying — although you note there are a bunch of acronyms being tossed around — and you're so confused and just trying to make sure you land in the right seat. Sounds like a bad dream, right? Indeed, and it's also very commonplace at work for many people, because many meetings — which take up a good chunk of work time (somewhere between 35-50%) — lack an agenda. A team meeting agenda is incredibly important to get people on the same page, get some consistency in layout and process of team meetings, and keep projects moving forward without a lot of unnecessary distractions and sidebar conversations. In this post, we'll look at some approaches to a team meeting agenda and then provide some templates you can use, as well. 10% annually: Every year since 2000, the amount of time that white-collar professionals spend in meetings has increased roughly 10% YOY. [1]\$40,000,000,000: Unproductive meetings cost the global economy around \$40B per year. [1]21%: Of workers say the biggest thing that would help them be more productive throughout the week is less meetings. [2]62%: Of employees say wasteful meetings get in the way of real work. [2]47%: Of employees believe meetings are their "No. 1 time-waster" at work. [3]31: Hours are spent on unproductive meetings monthly in a standard org. [3]91%: Of employees have day-dreamed during meetings. [3]300,000: One weekly meeting at one company took up 300,000 working hours across all staff members; that's the equivalent of 34 people spending their entire year working on one weekly meeting. [4]80%: The good news! A detailed meeting agenda can reduce meeting time by upwards of 80%. [5]There are many theories on this, and some of it will vary depending on your overall project methodology. You might use the increasingly-popular standup method, or you might convene for functional team meetings in a conventional sit-down format. A general structure may look something like this: The "why" behind the actions in each functional area and how they relate to the larger team and company goals Challenges each team is facing Top projects of each team Team-wide retrospective on what's been working, what's not (think of this with a remote-first motivation lens) Mission, vision, and values and give examples of how a specific value impacts an every-day decision (sometimes this is a discussion, sometimes it's a presentation) If you're using a standup model, which is designed to move faster, each person should go around and say: What they are working on that day Roadblocks or challenges to that work Anyone they need time with/ from that day Another model for structuring a team meeting agenda is: icebreaker (5-10 mins): This is helpful in dispersed or highly-remote teams, but can get tedious if you do it constantly. Big picture (10-15 mins): What is this meeting about, what are the goals of it, and how will it eventually be deemed successful? Highlights/recent wins (5-10 mins): Frame up some positivity. Feedback and recognition of co-workers can go into this area. Priorities/focus right now (10-15 mins): What needs to be achieved? Challenges (10-15 mins): What is holding back that achievement? Action Items (10-15 mins): Who does what, and by when? What are the next steps? A quick note on action items Many meetings, unfortunately, end without action items — and because so much of white-collar work is meetings, people will run to the next meeting, and then another meeting after that, and eventually memories of what was discussed in the first meeting will fade away. Without action items, there is no possibility of follow-up, and then quite possibly another meeting will need to be called to level-set on the lack of action items so far. A better approach: Only call a meeting if it absolutely needs to be called When you call it, attach relevant docs to the invite and explain to everyone (a) what the meeting is and (b) who is invited and why At the meeting, listen to the flow of ideas and discussion Course-correct if necessary Hard-stop the dialogue 10 mins before the meeting end time Recap for 2-3 minutes Propose 3-4 next steps Get agreement on those next steps Assign out the work Toss follow-through due dates on the next steps Break the meeting with 1-2 minutes to spare ("passing time") That meeting could have been an email! That's a popular meme about wasteful meetings. But is it true? In some cases, yes. But others, like management professor David Burkus, have argued that it's not true: "There's a lot that happens in a meeting that can't be replaced with a digital memo," says Burkus. "A long-standing maxim on communication has it that only 7 percent of information communicated in person is verbal — the actual words that could be conveyed in an email. The remaining 93 percent are contextual elements like non-verbal cues, tone of voice, context, and feedback." Another management expert, Lara Hogan, has argued similarly: "Sensitive, difficult, or surprise information — like the context for a big roadmap upheaval, a staffing change, or anything else that involves managing emotions — is best communicated in person first (and followed up with an email)," says Hogan. "This way, you can pivot your message based on the questions or reactions in the room, and you can add extra color with your words, your body language, and your tone of voice." So yes, sometimes meetings do need to happen. And you need a team meeting agenda when they do. The core tenets of an effective team meeting agenda Those would be: Make the meeting objective clear: Why is this a meeting? What is the end goal? Why are these specific people on Zoom or in the room together? Agenda topics should be questions or tasks: In this way, people know what to be thinking about or what the resultant task work might be. Clarify expectations and responsibilities: Ideally you will send out the team meeting agenda before the meeting itself, and if you put team member names in parentheses near their items — i.e. {David} — people can begin to understand their specific role in the meeting. Estimate realistic amounts of time for each section: You obviously want to keep it within the time frame that everyone accepted (1 hour, etc.) but don't skirt important parts, i.e. the action items or the beginning/icebreaker period. "Getting down to business" is great and important, but people also need room to breathe on both ends of a meeting. Design slots for feedback and recognition: Keep the work human! A brief note on various types of team meeting agendas Here we don't mean "scrum" vs. "stand-up" vs. any other model. Instead, what we mean is that meetings serve different purposes. For example, meetings can be: Information-driven: "You need to know this stuff to succeed." Action-driven: "We are going to do work and achieve an output in this session." Discussion-driven: "We are going to talk through issues and figure out the basics of a plan." (Some meetings may contain elements of all three of those at once.) Training: Meetings where people learn new skills or processes. Personal development: These are often 1-on-1 managerial meetings, or review meetings, but some meetings take the format of developing an employee. All-hands: Updates from founders/executives, recognition, big-picture view of the company, ability to ask questions There are numerous types of meetings, and when we get into templates right now, the templates do vary by the type of meeting you are attempting to construct. Download a free team meeting agenda template Here's our favorite project meeting agenda template: Click here for your free copy (download for an editable version) These are the main points we typically cover in team meetings: Team Check-in: Ask the team how they are feeling. Important Updates: Share any important news and announcements. Wins & Insights: Have everyone discuss their key wins or learnings from last week. Priorities: Ask what will be everyone's main focus this week. Roadblocks: Ask if anyone has challenges or concerns about their work. Action Items: Have everyone discuss and write down their next steps. The bottom line on the team meeting agenda No one wants to spend a chunk of their week in worthless, unproductive meetings — although during the worst weeks in some organizations, it can feel like that's what you're ultimately doing. Meeting planning has hardly been mastered by most orgs, but it can be helped along dramatically with a team meeting agenda that focuses on why people are together, what needs to be done, and how it will ultimately get done. It's not easy, no. But it's doable if you stick to a consistent format using some of the ideas and team meeting agenda templates above. One of the core goals of Fingerprint for Success is improving team dynamics, and while this doesn't tend to happen in meetings — it happens more in one-to-one interactions and coaching sessions — meetings can be an effective team-building model if you do it right and keep it standard. Book a free demo to learn how F4S can improve team performance via world-first AI coaching and People Analytics.



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