**Meeting Agenda Template**

Organize topics for a productive discussion



A meeting agenda is a list of meeting objectives, participants and items that the participants wish to accomplish during the meeting.

## Instructions

1. Establish the meeting description, date/time, location, facilitator and participants for the meeting.
2. Define the meeting objectives.
3. Develop the agenda for the meeting based on the objectives. Note the speaker and the timeframe for each agenda item.

## Helpful hints

* The meeting agenda should be distributed in advance of the meeting, typically 2-3 days prior, but no later than 24 hours in advance.
* The meeting objectives establish the framework for an effective meeting. Be sure that you have not planned more than is achievable during the timeframe of the meeting.
* If there is pre-work for the meeting, you may consider adding this to the template so that the participants are aware of the meeting expectations.
* See the **Meeting Notes Template**.
* **Bolded text** (as used above) indicates that the resource referenced is available elsewhere in the IIS Migration Toolkit.
* Boxes marked “note to author” (indicated with a lightbulb icon) are intended to serve as guidance as you move through the template, and should be deleted as you work.

# Agenda

|  |  |
| --- | --- |
| **Meeting description** |  |
| **Date/time** |  |
| **Location** |  |
| **Facilitator** |  |
| **Participants** |  |

## Objective(s)

<List objectives here.>

|  |  |
| --- | --- |
|  | **Note to author**: Consider these key questions in framing project meeting objectives:   * What must we accomplish in this meeting? |
| * What decisions must be made in this meeting to ensure we stay on track with the critical path? * Are we behind or ahead of schedule? Are all parties up-to-date on task updates? * Where we do stand with the project budget? * Are we within budget, time and scope constraints? Quality constraints? * What new or anticipated issues need further discussion by the team? * Do all team members know next steps (with due dates and required resources)? | |

## Agenda

|  |  |  |
| --- | --- | --- |
| **Topic** | **Speaker** | **Time** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

|  |  |
| --- | --- |
|  | **Note to author**: Consider starting the meeting with a review of the meeting objectives and agenda items. Depending on the nature of the meeting, it may be appropriate to ask for any critical late-breaking additions to the agenda. Always close the meeting with a review of action items and next steps. |