Meeting Agenda Template

Send the agenda at least a day ahead. Mark each item Decide, Discuss, or Inform so everyone knows what the meeting is for, and end with clear action items.

MEETING DETAILS

Meeting

Date and time

Location or link

Facilitator

Note-taker

Purpose of this meeting

AGENDA

Time	Topic	Lead	Decide / Discuss / Inform	Desired outcome

DECISIONS MADE

Decisions made in this meeting

ACTION ITEMS

Action	Owner	Due date	Status

WRAP-UP

Parking lot (topics for another time)

Next meeting date

IAG trains supervisors and leadership teams to run focused, productive meetings. **Talk with an advisor: integrityadvisorygroup.org/contact**

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