



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 get out 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 based on your group's needs. Try to take on a different role each time!)

Facilitator:

Timekeeper:

Note-taker:

Participant(s):



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Process Questions

these questions:

- ~~Are there any differences in the team?~~
- ~~How do you think the team is doing?~~
- ~~What are some of the most interesting things you did?~~
- How is the pace, flow, and tone of the meetings?
- ~~What are some of the most interesting things you did?~~

~~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 results we produced?~~

- ~~What are some of the most interesting things you did?~~