

Meeting agenda template

Template from Noter AI — <https://www.noterai.net/templates/meeting-agenda-template>

MEETING AGENDA

Meeting: [Name]
Date and time: [Date], [Start] to [End]
Where: [Room, or the call link]
Chair: [Name]
Purpose, in one line: [What this meeting is for.]
We leave with: [The specific thing that must exist by the end. A decision, a plan, a number.]

PRE-READ

[Link or attachment] - [how long it takes to read] - read before, not during.

THE AGENDA

Time	Item	Type	Owner	Outcome needed
[09:00]	Purpose and what we must leave with	Open	[Chair]	[2 minutes, no discussion]
[09:02]	[Item written as a question with limited answers]	Decision	[One name]	[Pick A or B, written in the notes]
[09:15]	[Item written as a question]	Decision	[One name]	[Approve, or a named list of changes]
[09:30]	[Item people need to know about]	Update	[One name]	[No decision. Questions only.]
[09:35]	Risks and blockers	Discussion	[One name]	[Every blocker gets a name and a date]
[09:45]	Recap: decisions, actions, owners, dates	Close	[Chair]	[Each person says their action out loud]

PARKING LOT

[Anything raised that matters but is not for today. Write it down with a name and a date, then move on.]

NOT ON THIS AGENDA

[One line naming the thing people might expect and will not get, and when they will get it. Saves three emails.]

NEXT MEETING

[Date], and the one thing that must be ready by then: [...]

Written up automatically from a recording with Noter AI — <https://www.noterai.net>