

MEETING AGENDA

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DATE & TIME: _____ **LOCATION:** _____ **FACILITATOR:** _____

PURPOSE OF THE MEETING: _____ **NOTE-TAKER:** _____ **TIMEKEEPER:** _____

_____ **OTHER PARTICIPANTS:** _____

BEFORE THE MEETING, complete these sections:

AGENDA ITEMS:

TIME & LEAD

DURING THE MEETING, use the section below to record decisions, next steps, agenda items for the next meeting, etc.

1. Ensure that key roles are filled: facilitator, note-taker, timekeeper Review the purpose of this meeting Review the agenda and make any necessary updates Revisit the improvement idea from the previous meeting	5 minutes Led by the facilitator	
2.		
3.		
4.		
5.		
6.		
7.		
Last agenda item: ▶ Evaluate this meeting using the quick assessment below ▶ Decide on one improvement for the next meeting ▶ Plan the next meeting		

EVALUATE THIS MEETING:

We stayed on track with our agenda: NO YES

Everyone participated: NO YES

We achieved the meeting purpose: NO YES

We clarified our next steps: NO YES

This meeting was time well spent: NO YES

How can the **NEXT MEETING** be better than this meeting? Decide on one action and write it here:

PLAN THE NEXT MEETING:

Purpose: _____

Date and time: _____

Facilitator: _____ Note-taker: _____ Timekeeper: _____