



Effective meeting agenda

When to use

An effective meeting agenda is a document focused on achieving the objectives of the meeting in a timely and productive manner. It provides a clear structure for the meeting and ensures all relevant topics are covered.

This format is particularly beneficial for:

- Agile software development teams
- Marketing departments
- Executive team meetings
- Project management teams

Meeting Title

Date:

Background Context:

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Purpose of meeting:

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Relevant documents:

- *Share/link any relevant meeting pre-read documents here*

Attendees:

It's helpful to know the work style of the team. Take the [free F4S assessment](#) to find out before your meeting.

Full Name	Role	F4S Comms Style	F4S Task Scope
		<i>Affective / Neutral</i>	<i>Big Picture Thinking / Attention to Detail</i>
		<i>Affective / Neutral</i>	<i>Big Picture Thinking / Attention to Detail</i>
		<i>Affective / Neutral</i>	<i>Big Picture Thinking / Attention to Detail</i>

Discussion topics:

No	Agenda Item	Responsible	Time Allocated	Start Time	End Time
1	List of topics: Identify the specific meeting topics that will be covered				
2	List of topics				
3	List of topics				
4	List of topics				
5	List of topics				
6	List of topics				

Actions and next steps

Action Items	Next steps	Responsible	Due Date

Next Meeting Date:

Meeting Adjourned