



Sample meeting agenda

When to use

A sample meeting agenda is a document that outlines the topics to be discussed and the order in which they will be addressed in a meeting. It's a helpful tool to make sure all crucial subjects are covered, and the meeting stays on schedule. A sample meeting agenda is flexible and can be adapted to fit the specific needs of any organization or project.

This format is particularly beneficial for:

- Leadership team meetings to share company updates
 - Staff meetings for small businesses or nonprofit organizations
 - Committee meetings
 - Board of directors meeting
 - City council meeting
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Meeting Title

Date and Time:

Location:

Background Context:

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Objective:

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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>

No	Agenda item	Responsible	Progress	Next Step	Due Date
1	Review / approve previous meeting minutes				
2	Action Items review				
3	New business				
4	Old business				
5	Roundtable				

Major updates:

Update	Next steps	Responsible	Due Date

Meeting adjournment