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Meeting agenda examples

We've got the tools you need to take your meetings to the next level! Our collection of free management templates can help teams stay on track and achieve their goals. These templates provide a clear structure for planning and executing meetings, making it easier to stay focused and productive. By using meeting agenda templates, organizers can ensure that everyone is on the same page and that discussions stay on topic. Our roundup of free meeting templates includes Word and Excel versions that can be used repeatedly to improve collaboration, accountability, and overall meeting effectiveness. They're perfect for internal team meetings, client discussions, or strategic planning sessions. By using good meeting agenda templates, teams can prioritize discussion points, manage time efficiently, and track follow-ups after the meeting. But it's not just about planning - it's also about taking action! That's why we've partnered with ProjectManager to help turn meeting agenda templates into actionable plans. With their award-winning project management software, users can schedule tasks, resources, and cost, and link task dependencies to avoid delays and cost overruns. Get started for free today! In addition to meeting agenda templates, we also have a free meeting minutes template that can be used to record key points, decisions, and action items discussed during a meeting. This template ensures that all critical information is documented consistently and can be easily referenced by anyone involved in the meeting. Whether you're looking to improve your internal team syncs or formal board meetings, our meeting templates have got you covered. With them, you'll never miss or forget anything important again! This action items tracker is a useful tool that helps teams keep track of tasks and responsibilities after a meeting. It has fields like task description, responsible person, due date, priority level, and status to make sure everyone knows what needs to be done by whom and by when. This format helps reduce confusion and keeps teams organized and accountable. Using templates for team meetings can improve follow-through and help teams work together more effectively by making responsibilities and deadlines clear to all stakeholders. It also serves as a progress log, making it easier to review past work or prepare for future meetings. For project planning, an action plan template can be useful in breaking down complex objectives into manageable tasks. This template outlines steps needed to complete action items, assign team members, set deadlines, and track resources and costs. By using this template, teams can ensure everyone understands their responsibilities and the timeline for completion, promoting clear communication and accountability. A decision matrix template is another valuable tool that helps evaluate options based on predefined criteria. It assigns weights to each criterion according to its importance and rates each option against these criteria, providing a clear and objective way to identify the most suitable choice. This method promotes collaboration by allowing teams to discuss and agree on the importance of each criterion and the scores assigned to each option. For recording key decisions made throughout a project or during meetings, a decision log template can be used. It helps introduce transparency and a repeatable framework into the decision-making process, promoting clear communication and accountability among team members. Consolidated decision-making processes involve documenting essential details such as reasons behind decisions, dates, and accountable parties. Maintaining a consistent record of these factors enhances transparency, accountability, and collaboration among team members and stakeholders. Decision logs complement meeting agendas by providing continuity for new participants and ensuring that critical decisions are not overlooked. A well-maintained decision log supports project governance by offering an audit trail for future reviews and lessons-learned sessions. These templates help facilitate post-project reviews or retrospectives by providing a structured approach for discussing lessons learned. By utilizing these meeting agendas, teams can focus on constructive feedback and document their reflections in a formal record. This fosters a culture of continuous improvement and serves as a valuable knowledge-sharing tool for future projects. The free progress report template helps teams track the current status of a project, ensuring consistency and transparency throughout the project lifecycle. By presenting clear updates, this template promotes accountability and ensures everyone is on the same page regarding timelines, deliverables, and goals. While meeting agenda templates are helpful, they have limitations. ProjectManager takes it a step further by offering powerful Gantt charts, multiple project views, and features to help run better meetings. With real-time metrics and customizable reports, teams can make data-driven decisions and track progress more effectively. ProjectManager offers various resources to help you manage meetings and other tasks, including reading articles from their blog. The company's software connects teams, allowing them to share files, comment on tasks, and stay updated through email notifications. Some notable users of ProjectManager include Avis, Nestle, and Siemens, who have successfully implemented the software for project delivery. You can get started with ProjectManager for free. Historical events unfolded globally on various fronts, including Turkey's ongoing insurgency against its government. In significant developments, Robert Francis Prevost was elected as Pope Leo XIV, marking the first time a Catholic pope from the United States held office. Meanwhile, Friedrich Merz took up the position of Chancellor of Germany, leading a coalition government. Zhao Xintong secured victory in the World Snooker Championship by defeating Mark Williams. In the world of sports, Sovereignty, ridden by Junior Alvarado, emerged victorious in the Kentucky Derby. Current conflicts include the Gaza war, M23 campaign, and Russian invasion of Ukraine, while ongoing struggles persist in Sudan. The timeline of these events is meticulously documented. Notable recent passages include Sharpe James, Matthew Best, Simon Mann, Douglas Gibson, Chet Lemon, and Tom Farmer. The nomination process is underway, with several notable individuals vying for recognition. On May 16th, some parts of the United States observe Malcolm X Day in his honor. Junko Tabei's legacy lives on as a pioneer climber who achieved numerous milestones, including becoming the first woman to conquer Mount Everest in 1975. A glimpse into history reveals significant events that transpired on this day in years past. Mohnyin Thado seized power in present-day Myanmar by capturing Sagaing. The papal conclave elected Camillo Borghese as Pope Paul V in 1605, following a tumultuous session. The inaugural Academy Awards ceremony took place at the Hollywood Roosevelt Hotel in Los Angeles in 1929. The legacy of pioneers continues to inspire, with notable figures such as William H. Seward and Junko Tabei leaving lasting impacts on their respective fields. Their anniversaries are celebrated alongside those of other influential individuals who have shaped history. For her work as an advocate for children's and animals' welfare, Hamilton has dedicated herself to public education throughout her life. This photo shows Hamilton as Miss Eddels in Sid and Marty Kroff's Sigmund and the Sea Monsters around 1973. The picture is credited to NBC Television Network and was restored by Adam Cuerden. In the year 1426, several significant events took place around the world. In England, King Henry VI summoned the English Parliament to meet at Leicester on February 18, a date that marked the start of the MCDXXVI calendar year. January 7th saw King Henry VI issue a call for parliament to convene in Leicester. January 13 marked a crucial battle between the Burgundian State and troops led by Jacqueline, Countess of Hainaut, with the Burgundians emerging victorious. The month of February witnessed significant developments as well. On February 8, the Xuande Era began in Ming dynasty China, marking the Lunar New Year of Emperor Xuanzong's reign. This was followed by a tumultuous event on February 18 when the English Parliament convened at Leicester, earning its nickname 'Parliament of Bats' due to the lack of sword-carrying privileges among its members. February 27 saw the start of the Siege of St. James in Normandy as an English force led by Sir Thomas Rempston clashed with a massive French and Bretonian army numbering 16,000 troops. March 6 witnessed the Battle of St. James near Avranches where John, Duke of Bedford's forces emerged victorious against Arthur de Richemont's French contingent. The month of April brought an end to the Second Scutari War between Venice and Serbia with a treaty signed on April 22 in the Serbian city of Vushtrri. A tragic event occurred on April 25 when Hasan ibn Ajan, Emir of Mecca, died en route back from Cairo after being appointed by Sultan Al-Ashraf Sayf ad-Din Barsbay. May and June witnessed significant changes in leadership positions. On May 16, Kale Kye-Taung Nyo fled his capital in Burma, paving the way for Mohnyin Thado to assume power and receive recognition from Thinkhaya III of Toungoo. Among the laws granted royal assent by King Henry VI are a provision that writes and lawsuits against people later given knighthood "shall not abate for that cause," and another giving "licence to all the King's subjects to transport corn.[6] June 16 - Hussite Wars – Battle of Aussig: The Hussites decisively defeat Germany's crusading armies in the Fourth Anti-Hussite Crusade and annihilate the town of Aussig (now Ústí nad Labem) the following day.[7] July 7 – Battle of Khirokitta: King Janus of Cyprus is defeated, captured by the Mamluks, brought to Egypt, ransomed after ten months. August 16 – Barakat ibn Hasan is confirmed as the new Emir of Mecca by Egyptian Sultan Barsbay, conditioned on paying the remaining 25,000 dinars owed by his father.[8] September 17 – Barakat ibn Hasan arrives in Mecca to officially assume the powers of the Emir of Mecca after taking back over from his brother Abu al-Qasim.[8] October 12 – Uckermark War: The Elector Friedrich and his son Johann "the alchemist" sign a treaty with William of Werle, ruler of one of the opposing states of Mecklenburg, representing Brandenburg, which had recaptured Prenzlau on August 23. November 7 - Vietnamese rebels led by General Nguyễn Xi defeat a larger force of the Ming dynasty China's army at the Battle of Tot Dong and Chuc Dong near Hanoi, with at least 20,000 Chinese troops killed.[10] December 30 – A peace treaty is signed in Venice between the Republic of Venice (led by Doge Francesco Foscart) and the Duchy of Milan (ruled by Duke Filippo Maria Visconti), mediated by papal envoy Cardinal Niccolò Albergati. Philip le Hardi between 1300 and 1400, devastating catastrophes and conflicts ravaged both Europe and the Mongol Empire, claiming over 45 million lives.[1][2] West Africa, however, experienced a period of economic growth and prosperity during this time. The Black Death in Europe resulted in the loss of approximately 25 million people, accounting for nearly one-third of the continent's population,[3] while England and France engaged in the prolonged Hundred Years' War following King Charles IV's death. This era is considered the pinnacle of chivalry and marked the emergence of distinct national identities for both England and France, as well as the foundation of the Italian Renaissance and the Ottoman Empire. Meanwhile, Tamerlane (Timur) established the vast Timurid Empire, which became history's third-largest empire to be founded by a single conqueror.[citation needed] It is estimated that Timur's military campaigns resulted in the deaths of 17 million people, equivalent to about 5% of the global population at that time. The Timurid Renaissance flourished simultaneously. In the Arab world, notable contributions were made by historian and political scientist Ibn Khaldun and explorer Ibn Batuta. In India, the Bengal Sultanate separated from the Delhi Sultanate, a major trading nation. This sultanate was described as the wealthiest country to trade with by Europeans.[4] The Mongol court was forced out of China, retreated to Mongolia, and led to the collapse of the Ilkhanate and Chaghatayid empires, while the Golden Horde lost its position as a great power in Eastern Europe. In Africa, the wealthy Mali Empire reached its territorial and economic peak under Mansa Musa I's rule, who was described as the wealthiest individual in medieval times and possibly in all of history.[5][6] The Mexica founded the city of Tenochtitlan, while the Mississippian mound city of Cahokia was abandoned in the Americas. During this period, the Little Ice Age brought widespread cooling, resulting in average global temperature drops of up to 2 °C (3.6 °F), particularly in Europe and North America. This led to shortened growing seasons, reduced crop yields, and famines in those areas. Some notable events that took place during this time include: * The Trials of the Knights Templar from 1305–1314 * King Jayanegara's succession as ruler of Majapahit in 1309 * The Avignon papacy transferring the seat of the Popes from Italy to France from 1309–1377 * The Great Famine of 1315–1317, which killed millions of people in Europe * Italian Franciscan friar Mattiussi's visit to Sumatra, Java, and Banjarmasin in Borneo from 1318–1330 1328–1330: Poland unify under Wladyslaw I. Dante complete Divine Comedy in 1321. 1323: Cannibalism abolish in Tutuila by Malietoaofaiga. 1325 Mexica found Tenochtitlan after bein forced out of previous habitations. 1327 Tver Uprising against Golden Horde occur. 1328-1330 Tribhuwana Wijayatunggadewi succeeds Jayanegara as ruler of Majapahit. 1328-1333 Wang Dayuan travel through Quanzhou China, visit Luzon Mindanao & Southeast Asia. 1331 Genkō War end Kamakura Period, start Kenmu Restoration in Japan. 1335 Ilkhanate Golden Horde Yuan dynasty Chagatai Khanate succeed Mongol Empire. 1336 Vijayanagara Empire founded in South India by Harihara I. 1343-1345 Estonians launch last pagan Uprising against Christian religion. 1347 Adityawarman move capital of Dharmasraya establish Malayupura. 1348 Friuli earthquake felt across Europe, linked to Black Death. 1350 Ramathibodi I establishes Ayutthaya Kingdom. 1351 Red Turban Rebellions break out in China against Mongol-led Yuan dynasty. 1356: The Diet of the Hansa marks a significant milestone in Lübeck, formalizing a loose alliance of trading cities and establishing the Hanseatic League. ## 12 years later... Scotland gains independence with the signing of the Treaty of Berwick, ending the Wars of Scottish Independence. ## Further events: - In the Battle of Bubat, the Sundanese royal family is massacred by Majapahit army in 1357. - A statue depicting Shiva and Uma from Tamil Nadu, India, is housed in the Smithsonian Institution. 1363: The largest naval battle, the Battle of Lake Poyang, takes place between Chinese rebel groups led by Chen Youliang and Zhu Yuanzhang. ## More key events: - 1365: Nagarakertagama, an Old Javanese text, is written. - Tepanec Tlatoani accepts Acamapichtli as the first tlatoani of Tenochtitlan in Mexico. 1371: The Battle of Maritsa sees the Serbs defeated by Ottomans, with most nobility being killed. ## Further conflicts: - 1377: Majapahit sends a punitive expedition against Palembang, leading to Prince Parameswara's flight to Malacca and establishment of an international port. - 1378: The Great Schism splits the Catholic Church, resulting in three popes until its resolution in 1417. - Battle of Vozha River between Russians and Mongols takes place that year. 1378-1382: The Ciompi Revolt occurs in Florence, followed by the Portuguese interregnum at Aljubarrota. ## Military victories: - 1380: Russian principalities defeat Golden Horde at Kulikovo. - 1381: John Wycliffe's dismissal leads to Lollardy movement in England and Peasants' Revolt. 1382: Khan Tokhtamysh captures Moscow, while Barquq rises to power in Egypt. ## Ongoing conflicts: - 1385: Portugal maintains independence after the Battle of Aljubarrota. - Union of Krewo forms between Poland and Lithuania. - 1389: The Battle of Kosovo results in Prince Lazar's death, followed by Timur defeating Sultan of Delhi. 1391: Anti-Jewish pogroms spread throughout Spain and Portugal, killing thousands of Jews. ## New dynasties: - 1392: Taejo establishes the Joseon Dynasty. 1396 saw the Battle of Nicopolis where Ottoman Empire defeated a large Crusader army from various Christian kingdoms, ending the Medieval Warm Period. The Second Bulgarian Empire collapsed with the capture of Vidin fortress by Ottomans. Meanwhile in Asia, Zhu Di launched the Jingnan campaign to overthrow his nephew and Chimalpopoca became the third tlatoani of Tenochtitlan marking the beginning of the Katmar Union which united Norway, Sweden, and Denmark. The poet Petrarch described the preceding 900 years as the Dark Ages. Early 14th century saw Kao Ninga's painting Monk Sewing attributed to Kamakura period and Buddha's life was translated into Greek by Saint John of Damascus becoming a popular story among Christians. Singapore emerged as an important fortified city, Islam reached Terengganu on the Malay Peninsula, and the Hausa established several city-states in modern-day Niger. The Great Enclosure at Zimbabwe was built using non-cemented dressed stone with a population estimated to be between 10,000 and 18,000 at its peak. The Huolongjing described fire lances and other explosive devices used by Chinese during battles. In Europe, the first pound lock was reportedly built in Vreeswijk Netherlands in 1373 and Bengal was known for being rich in grain, salt, fruits, liquors, precious metals, ornaments, and handloom goods. The 14th century was a significant period in world history, marked by the rise of empires, trade, and cultural exchange. The African emperor Mansa Musa, who ruled from around 1307 to 1332, is often considered one of the richest people in history. In Asia, the Ming dynasty rose to power in China in 1368, while Japan was still reeling from the effects of the Mongol invasions. In Southeast Asia, the Majapahit Empire reached its peak during this period. The Black Death, which had begun in the previous century, continued to ravage Europe and other parts of the world, killing an estimated 75-200 million people. Trade and cultural exchange flourished along the Silk Road, with merchants and travelers moving goods and ideas between East Asia, the Middle East, and Europe. The invention of the pound lock, which enabled the construction of canals and waterways, also had a significant impact on trade and commerce during this period. In Africa, the Mali Empire was at its peak, while in India, the Delhi Sultanate was rising to power. In China, the Ming dynasty's policies led to significant economic growth and cultural achievements. The 14th century also saw significant advancements in technology, art, and literature. The works of writers such as Giovanni Boccaccio and the development of new technologies like the pound lock helped shape the course of history during this period. Overall, the 14th century was a time of great change and transformation, marked by the rise of new empires, cultural exchange, and significant technological advancements. 8th century-6th century-5th century-3rd century-2nd century 1436 - 1476 - 4th century BC - 1st century BC - 2nd century BC 3rd century BC - 5th century BC - 6th century BC - 1430s - 21st century BC 11th century BC - 1299 - 1326 - 1359 - 1389 - 1402 - 1403 - 1421 - 1451 - 1481 - 1380 - 1465 - 1204- 1469 For your next meeting, make sure to prepare an effective agenda. This will help you stay focused on the most important topics and ensure everyone is on the same page. There are three main types of agenda items: informational updates or presentations; discussion topics to reach a decision; and action items for updating task status. Remember to keep information-heavy items brief, as excessive updates can be tedious and unnecessary. When crafting your agenda, include key components such as welcome and introductions, an overview of the meeting's purpose, presentation details, status updates, discussions, decisions, Q&A sessions, and action items. Apply these basic items specifically to your meeting type. To help you get started, we've provided sample meeting agendas that you can customize for your needs. You can also download free templates in Google Docs or Word format from our gallery of over 80 meeting agenda templates. A simple yet effective agenda answers two essential questions: why are you at the meeting and what do you need to accomplish? To create a simple agenda, follow these tips: 1. Clearly state the meeting's purpose. 2. Use verbs instead of nouns to describe actions that need to happen. 3. Break down information into bullet points rather than lengthy paragraphs. By following these guidelines, you can create a straightforward and effective meeting agenda template for various types of meetings. You should make your team meetings productive by setting clear goals and agendas. This helps ensure that everyone has a purpose and stays engaged throughout the meeting. Before attending the meeting, prepare essential documents such as the board meeting agenda template and a detailed report on the company's status. The key to a successful meeting lies in effective preparation, particularly in creating a comprehensive meeting memo that outlines the business's state. This approach enables participants to make the most of their time during the meeting. To create an effective meeting memo, each team leader should contribute a section summarizing the current state of the business, focusing on key points such as the introduction, progress, challenges, future plans, and updates from previous meetings. These sections can include visual aids like graphs and charts. The CEO will then summarize the report, providing context and narrative at the beginning of the document. The finance team will attach relevant financial statements and reports. The meeting memo should be circulated to the board ahead of time, allowing participants to review and ask questions before the meeting. This will enable the team to clarify points and provide analysis as needed. To streamline the meeting process, consider using a digital tool like Fellow to send and share the agenda, and auto-organize meeting notes afterwards. Simply set up a free account, connect your work calendar, and use their templates to create a customized agenda. Fellow offers various ways to share an agenda, including sending via email, Slack or Microsoft Teams, Zapier, or exporting as a Google Doc or Notion page. This enables easy sharing with the team and automatically includes links to meeting notes in calendar event descriptions. Given article text here Looking forward to seein everyone at the meeting tomorrow and discuss our strategies. You can get access to many different types of meeting agendas, including those for product teams, marketing, sales, one-on-ones, and customer meetings. If you want to learn how to make a meeting more productive, read an article about what makes a good meeting strategy. Some people have questions about using the free meeting agenda templates that are available in Fellow. Meeting Starters Should Jump Right In A former sales leader of mine would begin every meeting with a few minutes of small talk about sports. One day he revealed it wasn't because he was an avid fan, but rather to grab everyone's attention and command the group's focus on the business at hand. A better approach is to dive straight into the agenda, as attendees are expected to be familiar with its content. A simple "Okay, everyone, thanks for coming. First up in today's agenda is..." sets a clear tone. The Agenda Order Agendas typically follow a prioritized order, starting with the most critical and largest topics and moving down to smaller issues. Action Items Action items are tasks assigned to someone outside of the meeting. In meeting notes or minutes, each action item should be clearly stated, including an action verb, responsible party (name or initials), and due date. Due dates are usually set for recurring meetings, assumed to be the next meeting unless otherwise specified.