



Meeting agenda and minutes template

Leadership Dimensions

Evaluating information

Meetings are vital for management and communication.

Properly run meetings **save time, increase motivation and productivity**, and **solve problems**. They **create new ideas and initiatives, achieve buy-in** and **diffuse conflict** in a way that emails and memos cannot.

Hold meetings, even if it's difficult to justify the time.

Plan, run and follow up meetings properly, and they will repay the cost many times over because there is still no substitute for physical face-to-face meetings.

- Hold meetings to manage teams and situations, and to achieve your objectives quicker, easier, at less cost.
- Hold effective meetings to make people happier and more productive.

What to do

Use the *Meeting agenda and minutes template* to **record your planning and the meeting outcomes**.

1. Confirm and note the **meeting arrangements** - meeting objective, logistics and people involved.
2. Plan and document **your meeting agenda** - topic, speaker, time allowed.

Planning a thoughtful agenda with tasks and processes that engage group members will help create more effective meetings and good results. Refer to [Tips](#) below.

3. Record **discussion and decisions** - discussion points, actions arising, responsibilities and dates committed.
4. **Prioritise actions** and look forward.

The final step is to organise all this information in such a way that it not only ends the most recent meeting but also becomes the foundation for beginning the planning of the next meeting.

Tips for planning your meeting agenda

- **Easy decisions first:** it helps get people comfortable to start off with some easy decisions
- **Hard, controversial and urgent decisions next:** decisions that require a lot of discussion and/or energy should happen next, before people start to get tired.
- **Moderate, non-controversial decisions follow:** decisions that are of some importance but which most people will agree on should come last. People's energy may be low, and it is good to end the meeting on a positive note if possible.

Plan your meeting agenda and record details of the meeting.

Purpose of meeting The results you want					
Date & time		Duration		Location	
Chair				Minute taker	
Attendees					

Meeting Agenda			Minutes			
Vary the agenda to <i>create changes in pace and intensity.</i>			Apologies:			
Item / Topic Refer to <u>Tips</u>	Who Name or initials	Time Mins	Discussion Key points affecting actions	Action	Person responsible	By when
1.						
2.						
3.						
4.						
5.						
6.						