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# **Team Meeting Agenda Template**

Use the Team Meeting Agenda Template on the next page to help facilitate your team/unit discussions and increase meeting effectiveness. The creation and maintenance of these agendas should include both Manager and Team input, as this agenda needs to work for all parties involved!

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**When Preparing to Use this Agenda Template:**

* **Save in a Shared Location:** Save this template and past agendas where all team members can access and update simultaneously (i.e. **OneNote** or **OneDrive**).
* **Set Expectations:** To successfully implement the use of a Team Meeting agenda, set expectations for when to add agenda items, and review deadlines.

*Example of how HR-Organizational Development preps for their Tuesday Afternoon meetings:*

* Update/Fill-In Agenda by Noon on Tuesdays
* Review Agenda before meeting
* If unable to review notes prior to the meeting, make sure to review after.
	+ **Update/Fill-In Agenda by Time of Day & Day of Week:** Add Discussion & Agenda Items, General Team Updates, and Upcoming Time Out of the Office.
		- Update the template to list team member names in the General Team Updates section.
	+ **Review Agenda by Time of Day & Day of Week:** Review items to be ready to discuss during the team meeting.
	+ **If there are no Discussion or Agenda Items by the deadline you set, Cancel the Meeting!**
		- General Team Updates should still be added, team members can review this on their own time.



**During Your Team Meetings:**

* **Determine a Note Taker:** At the beginning of each meeting, ask for a volunteer. Rotate this responsibility in your team so it is not the same person each time.
	+ **Notes Column:** Add notes here during the meeting.
	+ **Decision/Action Items Column:** If a decision is made, or a follow-up action is needed by a team member, add this here for easy finding.
* **Take Attendance:** Log who attended each week right in the agenda.
* **Check-In Question:** Start by connecting on a human level with a fun or reflective question of a team member’s choosing. Whoever adds this, should be the first to answer!
* **Follow-Up on Last Week’s Action items:** Review last meeting’s action items and check-in on the status of any follow-up tasks.
* **Agenda Repair:** Review the upcoming Discussion and Agenda Items – consider and/or adjust how much time is actually needed for each item, determine what items are priority to talk about first, and what items might need to move to the next meeting – in case there are more items than there is time.
* **Discussion & Agenda Items:** Have the team member who added the item to lead that discussion.
* **General Team Updates:** If there is left-over time after all agenda items, allow team members to highlight top updates from their section if they want.
* **Review Upcoming Time Out of the Office:** Share awareness of folk’s out of office time and discuss coverage for tasks or meetings if needed.

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**Other Items to Consider:**

* **Cadence:** To be determined between Manger + all team members.
	+ *If you’re planning on a daily, stand-up meeting – aim for no longer than 15 minutes. Using a template for this structure is not necessary but allowing folks to add discussion points to your agenda is recommended.*
* **Team Agreements:** Create meaningful Team Agreements together as a team and including these with your agenda.
	+ *Example:* *“Come Prepared, Share Time, Name and Review Action Items, Use this Template”*

**Looking for More Tools & Resources Like This****?**

Check out Organizational Development’s [Toolkit](https://www.cityofmadison.com/human-resources/organizational-development/toolkit), [Additional Learning Resources](https://www.cityofmadison.com/human-resources/organizational-development/additional-learning-resources), and [Online Courses](https://www.cityofmadison.com/human-resources/organizational-development/courses/online-courses). Or, if you have a suggestion for a new resource, share it with us at OrganizationalDevelopment@cityofmadison.com.

* + *Another Example: See image.*

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| **Agenda – UNIT/DEPARTMENT Team Meeting** |
| **Location:** |  |
| **Date, Time:** |  |
| **Documents:** | *Insert hyperlinks to important, frequently reviewed documents. (I.e. work plans, budgets, tracking sheets).*  |
| **Note Taker:** |  |
| **Attendance:** |  |
|  |
| ***Estimated Time*** | ***Team Member*** | ***Topic*** | ***Notes*** *Note Taker Type Here During Team Meeting* | ***Decision/Action Items*** |
| **Meeting Set-Up** |
| 5 Minutes | All | Check-In Question & Announcements |  |  |
| 5 Minutes | All | Follow-Up on Action Items from Last Week |  |  |
| 3 Minutes | All | Agenda Repair |  |  |
| **Meeting Discussion & Agenda Items** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **General Team Updates** |
|  | *Team Member 1*  |  |  |  |
| *Team Member 2*  |  |  |  |
| *Team Member 3*  |  |  |  |
| *Team Member 4*  |  |  |  |
| *Team Member 5*  |  |  |  |
| *Etc.*  |  |  |  |
| **Upcoming Time Out of the Office**  |
|  |

 **Team Meeting Agenda Template**

**Team Agreements:** *\_\_\_\_\_\_\_\_\_to be determined by Team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*