

Meeting Agenda Template

Eight fields that earn their place. Fill it in, send it before the meeting so pre-reads actually get read, and cut anything the meeting does not need.

Meeting name: _____

Date: _____

Time: _____

Location / link: _____

Attendees

Required

Optional

Purpose / desired outcome

One or two sentences: what should be true when this meeting ends?

Agenda items (timeboxed, with owners)

Time	Agenda item	Owner

Pre-reads

Links or documents attendees should review before the meeting.

Decisions needed

The specific calls this group has to make today.

1.

2.

3.

Parking lot

Topics raised that do not belong in this meeting. Capture them here instead of chasing them.

Action items

Action	Owner	Due

After the meeting, talk through a two minute debrief and InstantOwl turns it into structured notes with action items labeled.
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