

Meeting agenda

Use this before the meeting. Replace bracketed fields, share it with members, and put the main decision first.

Club or group [name]

Meeting [date, start and end time, time zone]

Place or link [room or meeting URL]

Facilitator and notes [names]

What we need to leave with

[Write one or two specific outcomes. Example: choose an event date and assign the first tasks.]

Before we meet

[Add links to anything members should read, bring, or think about. Say “none” if there is no prep.]

Run of meeting

Time	Topic or question	Lead	Result needed
[5 min]	Welcome and quick check in	[Name]	Hear from everyone
[5 min]	Progress since last meeting	[Name]	Spot anything stuck
[15 min]	[Main decision or question]	[Name]	[Choice to make]
[10 min]	[Discussion or planning topic]	[Name]	[Next step]
[5 min]	Read back actions and next meeting	[Name]	Owners and dates agreed

Make room for everyone

Ask for ideas before choosing. Offer a written way to contribute. Keep side topics in a list for later.

Time check [Adjust the timings above to fit the meeting length.]