Team Meeting Agenda Template

Introduction

Using a set agenda and formal meeting structure can help facilitate the work of the team. The agenda template below can help implementation teams use meeting time more effectively and achieve planned objectives or intended results by clearly identifying roles (e.g., facilitators, notetaker, presenter), agenda topics (e.g., program updates, communication, partnerships, data reviews and action planning) and action steps (including who's responsible and a timeframe for completion).

Team Meeting Agenda

Date:
Time:
Location:
Visuals & Audio:

Attendees: Facilitator:
Regrets: Note-taker:

Objectives/Intended Results:
- Participants will…

Time	Task/Activity & Notes
	Welcome & Check-in
	Item *Person presenting*
	Item *Person presenting*
	Item *Person presenting*
	Closing

Identified Follow up Actions & Plan

Action Needed	Resources	Person Responsible	Timeframe

Meeting Guidelines

- Listen and show you hear.
- Own both your intentions and your impact.
- One speaker at a time
- It's ok to disagree – address problems, not people.
- Take turns: Individuals who speak frequently and first should pause and allow others to speak; individuals who rarely speak should contribute as they feel comfortable.
- Permission to be messy
- Make the most of our time: Be present by limiting distractions and multitasking that pull focus from the meeting's goal(s).
- Take care of yourself: Take bathroom/water/stretch breaks as needed
- Wear your team jersey: While we all have individual goals and agendas, we are part of a larger collective. Our meeting is for the team. Be here as a team player, thinking about what will advance our group and the field's goals.
- What else?

CIP Collaborative for Implementation Practice
UNC School of Social Work

NIRN NATIONAL IMPLEMENTATION RESEARCH NETWORK
FRANK PORTER GRAHAM CHILD DEVELOPMENT INSTITUTE