Weekly team meeting agenda

A 20 minute conversation to clarify priorities, hear what is getting in the way and agree what happens next.

Meeting _____ Date and time _____

Led by _____ Notes taken by _____

Purpose and preparation

What should this meeting achieve? Share the agenda and read the previous actions beforehand.

Time	Discuss	Questions to guide the conversation
0–3 min	Previous commitments	What is complete? What is blocked? What support is needed?
3–6 min	Good work	Make time to notice what someone did right. Be specific about the action and why it mattered. Respect how they prefer to be thanked.
6–11 min	Priorities and changes	What does everyone need to know this week? What needs clarification?
11–16 min	Problems and support	What is getting in the way? What does the manager need to arrange or resolve?
16–20 min	Decisions and actions	What will happen, who owns it and by when? When will we check progress?

Topics from the team

Ask for contributions before the meeting and leave room for something you have missed.

My commitment as the manager

What help will I provide or arrange? Record it alongside the team's actions.

Finish by reading back the decisions, owners and dates. Record them on the minutes and actions sheet.

Meeting minutes and actions

Keep a useful record of the decisions and next steps. Invite corrections before treating the notes as agreed.

Meeting _____ Date and time _____

Led by _____ Notes taken by _____

Participants _____

Decisions and useful context

Record what was agreed and why. Note unresolved points or differing views fairly.

Action or outcome	Owner	Due date	Status

Support the manager will provide

Include a clear commitment and a date. Add an action above where useful.

Unresolved items and follow up

What needs a separate conversation, more information or a decision later?

Next review _____ Notes shared on _____

Team notes in NewsAndWins are shared across the workspace. Keep confidential employee matters in the appropriate private process.

Completed meeting example

Fictional example for a small service team. Adapt the level of detail to your own meeting.

Meeting: Weekly team catch-up Participants: Morgan, Alex and Sam

Purpose: make the current equipment checklist easier for everyone to find.

What the team raised

Alex reported that two checklist versions were circulating. Sam had used an older saved copy. The team wanted one clear place to find the current version.

Decision and context

Keep the current equipment checklist in the agreed Library folder. Morgan will update that shared copy and tell the team which version to use. Previously downloaded copies will not change automatically; colleagues will replace their own old copies.

Action	Owner	Due	Status
Replace the obsolete shared checklist and confirm the current version with the team.	Morgan	Thursday	Open
Check that everyone can find and open the current copy.	Alex	Friday huddle	Open
Resolve any access difficulty raised by the team.	Morgan	Before Friday huddle	Open

Good work worth recognizing

“Alex, thank you for spotting the conflicting checklists and bringing both versions. That helped us agree which copy everyone should use.” Check whether Alex prefers public or private thanks.

What happens next

Morgan shares these notes, adds the three actions in NewsAndWins with the agreed owners and dates, and links the note to the meeting event. At the next huddle, the team checks what is done and what still needs help.

The example demonstrates a workflow. It is not a customer testimonial or a claim of results.

Ten minute team huddle

Use this shorter conversation when the team needs a quick shared picture of the day.

Meeting _____ Date and time _____

Led by _____ Notes taken by _____

Time	Focus	Prompt
0–2 min	Previous actions	What is complete, and what still needs attention?
2–5 min	Today's priorities	What matters most today? What has changed?
5–8 min	Blockers and support	What could get in the way? Who needs help?
8–10 min	Confirm next steps	Who will do what, by when?

Today's priorities and changes

Help needed and manager commitments

Next step	Owner	By when

Take a longer problem into a separate conversation. Confirm who will arrange it and when.

A manager’s guide to follow through

The meeting is useful when people understand the priorities and receive the support they need to act.

Before the meeting

Set a clear purpose. Share the agenda and invite topics from the team. Read the previous commitments, including your own. Check whether a shared meeting is the right place for each topic.

During the conversation

Give people time to explain. Ask for examples, check your understanding and invite different views. Recognize specific contributions in a way the person is comfortable with. When a problem surfaces, agree the help as well as the task.

Make time to recognize good work

The importance of recognition cannot be underestimated. Managers sometimes say they are too busy to recognize people, yet still find time to point out when things go wrong. We need to make the same effort to notice what people do right.

Be specific about the good behavior, explain why it mattered and thank the person in a way they value. Recognizing good behavior helps people understand what to repeat and makes it more likely to happen again. Make this part of everyday management, including the busy days.

Before people leave

Read back the decisions and unresolved points. Give each action one owner and a realistic date. Check that the owner understands it and has what they need. Agree when progress will be reviewed.

Keep the follow through in NewsAndWins

1 Save the useful record

An administrator opens Meeting notes and uploads the completed PDF or Word document, or writes a note or summary.

2 Link the context

Optionally link the note to the meeting’s calendar event.

3 Make actions visible

Add each agreed action, choose its owner and set its due date. Actions are entered separately; uploading the document does not create them automatically.

4 Review progress

Check Open and Done actions before the next meeting. If something is blocked, agree what support or revised timing is needed.

Published meeting notes are visible across the workspace. Use the appropriate private process for personal performance, health or disciplinary matters.

Use these templates with your team and adapt them to the meeting.