



## 6 Step Team Meeting Agenda Template

### Introduction into the meeting

Use this time to introduce new people, wait for people to arrive and explain the nature of the meeting agenda.

---

1

### Urgent announcements

Announce company/team wide news, important general changes etc.

---

2

### Progress

Team members take turns to talk about their progress on their last week's plans.

---

3

### Problems

Team members take turns and discuss their current problems and arrange meetings to fix them.

---

4

### Plans

Team members take turns to announce their plans and their prioritization for next week.

---

5

### Closing words

Take a couple of minutes to talk about non work related things or just give a brief closing statement before ending the meeting.

6