

MEETING AGENDA

Objectives · time-boxed agenda · pre-reads · decisions required · logistics · Engineering · IT · Healthcare · Construction

Meeting Title	[Enter meeting title]	Date & Time	[DD Month YYYY, 00:00–00:00]
Location / Link	[Room / video link]	Chair	[Name / role]
Facilitator	[Name / role]	Note-taker	[Name / role]
Attendees	[Names / roles — list all invited attendees]	Distribution	[Names / distribution list]

1. PURPOSE & OBJECTIVES

[State the purpose of the meeting in one or two sentences, then list the specific objectives to be achieved.]

- [Objective 1 — e.g., agree the recovery plan for the delayed dependency.]
- [Objective 2 — e.g., decide on the preferred option for the open scope item.]
- [Objective 3 — e.g., confirm owners and dates for outstanding actions.]

2. AGENDA

Times are indicative and time-boxed to keep the meeting on track. “Type” indicates whether an item is for information, discussion or a decision.

#	Agenda Item	Owner	Type	Time
1	[Welcome, objectives & agenda review]	[Chair]	Info	5 min
2	[Review of previous actions]	[Owner A]	Info	10 min
3	[Status update: schedule & milestones]	[Owner B]	Info	10 min
4	[Key issue / decision item 1]	[Owner C]	Decide	15 min
5	[Key issue / decision item 2]	[Owner D]	Discuss	15 min
6	[Risk review & mitigation]	[Owner E]	Discuss	10 min
7	[Budget / cost review]	[Owner A]	Info	10 min
8	[Break]	[—]	Break	5 min
9	[Topic for decision / approval]	[Owner B]	Decide	15 min
10	[Any other business]	[All]	Discuss	5 min
11	[Actions, owners & next steps]	[Chair]	Info	5 min

Total planned duration: [105] minutes · planned finish: [10:45].

3. PRE-READS & PREPARATION

Please review the following before the meeting so time can be focused on discussion and decisions.

- [Pre-read 1 — e.g., latest status report / dashboard.]
- [Pre-read 2 — e.g., options paper for the open scope item.]
- [Pre-read 3 — e.g., updated risk register / issue log.]

4. DECISIONS REQUIRED

The following decisions are expected from this meeting:

- [Decision 1 — what needs to be decided and by whom.]
- [Decision 2 — what needs to be decided and by whom.]

5. LOGISTICS

- Joining details: [room / video link / dial-in].
- Materials: [where the pre-reads and slides are stored].
- Apologies / delegates: [who to notify if unable to attend].