

Business Meeting Agenda Planning Checklist

Blank template for planning your next business meeting agenda.

Meeting Details

Meeting Title

Date

Time

Location / Platform

Meeting Leader

Attendees

Pre-Meeting Checklist

- Define meeting objective(s)
- Prepare and distribute agenda to participants
- Invite all required attendees
- Book meeting room / set up virtual platform
- Prepare supporting documents/materials
- Assign roles (e.g. facilitator, timekeeper, note taker)

Agenda Items

No.	Topic / Activity	Presenter	Time Allotted
1			
2			
3			
4			
5			

Notes & Action Items

Write meeting notes, action items, next steps...