

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...