Worked example – a fictional meeting. Replace every detail with your own.

# Meeting agenda

Monthly project meeting

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|---|---|---|---|
| **Meeting** | Monthly project meeting | **Date** | 18/11/2026 |
| **Time** | 14:00 - 15:00 | **Location** | Meeting room 1 / video call |
| **Chair** | Alex Morgan | **Notes by** | Sam Taylor |

**Invited** Alex Morgan, Sam Taylor, Jo Example, Priya Sample

**Purpose** Agree priorities for December and check the project budget

## Agenda

| Item | Lead | Time |
|---|---|---|
| 1. Welcome and apologies | Alex | 5 min |
| 2. Actions from last meeting | Sam | 10 min |
| 3. Project progress update | Jo | 15 min |
| 4. Budget check | Priya | 10 min |
| 5. December priorities | Alex | 15 min |
| 6. Any other business and next meeting | Alex | 5 min |
| | | |

## Please bring or read beforehand

- Project progress report (attached to the invite)
- Your top three priorities for December
- Latest budget spreadsheet

**Notes**

Video call link will be in the calendar invite. Please send apologies to Sam by Tuesday lunchtime.

**Worked example - a fictional meeting. Replace every detail with your own.**

## How to use this template

A good agenda tells people why they are meeting, what will be covered and how long each item should take. Send it out before the meeting.

1. **State the purpose.** One sentence on what the meeting needs to achieve.
2. **List items in order of importance.** Put the most important item early, while people are fresh.
3. **Give each item a lead and a time.** It shows who is speaking and stops one topic taking over.
4. **Add pre-reading.** Tell people what to read or bring so the meeting is not spent catching up.
5. **Send it at least a day ahead.** Then use it to run the meeting and to write the notes afterwards.