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

# Timed meeting agenda

Team planning session

| | | | |
|---|---|---|---|
| **Meeting** | Team planning session | **Date** | 25/11/2026 |
| **Start - finish** | 09:30 - 11:30 | **Location** | Training room |
| **Facilitator** | Alex Morgan | **Timekeeper** | Priya Sample |

**Objective** Agree the team plan for January to March

**Attendees** Alex, Sam, Jo, Priya, Chris

## Agenda

| Time | Topic | Owner | Outcome needed |
|---|---|---|---|
| 09:30 | Welcome and objectives | Alex | Everyone clear on the aim |
| 09:40 | Review of this quarter | Sam | Agree what worked and what did not |
| 10:05 | Customer feedback summary | Jo | Top three themes noted |
| 10:25 | Break | | |
| 10:35 | Priorities for January - March | Alex | Shortlist of five priorities |
| 11:05 | Owners and next steps | Priya | Every priority has an owner |
| 11:25 | Wrap-up and actions | Alex | Actions confirmed |
| | | | |

**Before the meeting**
Read the quarter summary (circulated 20/11). Bring one idea for the January - March plan.

Alex Morgan
*Agenda prepared by*

20/11/2026
*Date sent*

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

## How to use this template

A timed agenda suits longer meetings and workshops. The outcome column keeps each item focused on a result, not just a topic.

1. **Work backwards from the end time.** Fit the items into the time you really have.
2. **Write the outcome first.** Decide what each item must produce, such as a decision, a list or an owner.
3. **Name an owner for each item.** The owner prepares and leads that part.
4. **Add breaks to meetings over 90 minutes.** People concentrate better and the meeting runs closer to time.
5. **Appoint a timekeeper.** They give a nudge when an item overruns.