

Meeting Agenda Tips

There are a number of tips and examples of agendas you can reference when creating your own meeting agenda.

Below are a few examples that are simple and easy to follow.

For an effective meeting, it's helpful to get a clear understanding of the goals of the meeting, and to state them at the beginning and end. It can be helpful to fill in the below as a starting point:

This meeting will be successful if at the end of the meeting we have answered/developed a plan/etc for the following:

1. _____
2. _____

The following resources contain several free meeting agenda templates (click link to be redirected):



[ClickUp - 16 Meeting Agenda Examples & Free Templates](https://clickup.com/blog/meeting-agenda/)

(<https://clickup.com/blog/meeting-agenda/>)

[Fellow - 30 Meeting Agenda Examples & Free Templates](https://fellow.app/blog/meetings/meeting-agenda-examples-and-expert-approved-templates/)

(<https://fellow.app/blog/meetings/meeting-agenda-examples-and-expert-approved-templates/>)