



MEETINGS

Meeting Agenda

A one-page agenda that forces a decision rather than a discussion.

© 2026 Digital Chrysalis. Free resource · Version 1.0 · 3 October 2026. You may download, use, print and share this resource freely in its original form; please keep the Digital Chrysalis attribution when you share it, and do not sell it. Questions: support@digitalchrysalis.com · digitalchrysalis.com

Meeting title	
Date and time	
Location / meeting method <i>Room, or video link and dial-in</i>	
Chair	
Attendees	
Apologies	
Purpose <i>Why this meeting needs to happen, in one sentence</i>	
Desired outcome <i>What will be true at the end — a decision, an agreed plan, a shared view</i>	
Pre-reading <i>Papers to read beforehand, and when they will be sent</i>	

AGENDA

TIME	ITEM	OUTCOME (DECIDE / DISCUSS / INFORM)	OWNER	PRE-READ

DECISIONS REQUIRED

#	DECISION REQUIRED (AS A QUESTION)	OWNER

DURING THE MEETING

Meeting record

#	DECISION MADE

ACTIONS

ACTION	OWNER	DUE

Notes

Next steps

What happens next, and who communicates the outcome

Items carried forward

Next meeting

Date, time and location

GUIDANCE

How to use this agenda

FIELD	GUIDANCE
Purpose	If you cannot write the purpose in one sentence, the meeting is not ready. Consider an email instead.
Desired outcome	Describe the end state, not the activity: "Agreement on the Q1 priorities", not "Discuss Q1".
Outcome column	Mark every item Decide, Discuss or Inform. Put Decide items first, while attention is highest. Move Inform items to a written note if you can.
Timings	Allocate realistic time and keep five minutes at the end to read back decisions and actions.
Owner	One person per item, who prepares it and leads it.
Pre-read	Send papers at least two working days before. Mark items whose discussion assumes the pre-read has been done.
Decisions required	Write each decision as a question that can be answered. Record the answer in the right-hand column during the meeting.
Actions	Every action needs one named owner and a date. "The team will look into it" is not an action.
Next steps	Agree who will tell people outside the room what was decided, and when the record will be circulated.

BEFORE YOU SEND IT

☐	Every item has an outcome, an owner and a time.
☐	The total time fits the meeting, with five minutes to close.
☐	The right people are invited — and only the right people.
☐	Pre-reading is attached or scheduled.

EXPLORE THE COLLECTION

Digital Chrysalis publishes professional systems and toolkits for presentations, reporting, meetings, governance, AI and IT leadership. See the full collection at digitalchrysalis.com/products