



All-Hands Meeting Agenda

When to use

An all-hands meeting is a company-wide meeting held periodically – once a quarter or once a year, for example. It provides updates, announcements, feedback, and discussions for the entire organization. The all-hands meeting promotes transparency, alignment, and engagement throughout the organization.

This format is particularly beneficial for:

- Project kick-off meeting
- Sales meetings
- Company announcements
- Project updates

Meeting Title

Date:

Background Context:

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Objective:

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Relevant documents:

- Share/link any relevant meeting pre-read documents here

Attendees:

It's helpful to know the work style of the team. Take the [free F4S assessment](#) to find out before your meeting.

Open with introductions when needed

Full Name	Role	F4S Comms Style	F4S Task Scope
		Affective / Neutral	<i>Big Picture Thinking / Attention to Detail</i>
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Team or Company Updates:

No	Item	Responsible	Time Allocated	Start Time	End Time
1	Achievements / Challenges				
2	Team changes				
3	New product launch				

Questions:

No	Item	Feedback
1		
2		
3		

Team Presentations:

No	Item	Feedback
1	Marketing strategy	
2		
3		

Summarize meeting and closing remarks.

Meeting adjournment.