



Formal meeting agenda

When to use

A formal meeting agenda is a structured and organized document. It outlines the discussion topics in order and the time allocated for each item. This formal agenda helps everyone understand what will be discussed and the outcomes that are expected.

This format is particularly beneficial for:

- Board meetings
- Project status meetings
- Performance reviews
- Leadership meeting

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.

Full Name	Role	F4S Comms Style	F4S Task Scope
		Affective / Neutral	Big Picture Thinking / Attention to Detail
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		Affective / Neutral	Big Picture Thinking / Attention to Detail

Agenda:

No	Agenda Item	Responsible	Time Allocated	Start Time	End Time
1	Opening and introductions				
2	Review of previous meeting minutes				
3	Agenda review and approval				
4	Discussion of agenda items				
5	Action items and next steps				

6	Closing and adjournment				
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Actions and next steps

Action	Next steps	Responsible	Due Date

Meeting adjournment