

Weekly Partner Meeting Template 2025: Free Version To Download

Title

Weekly Partner Meeting — [Your Company] × [Partner] — [YYYY-MM-DD]

Attendees

[Names, roles, emails] — decision makers only for today's topics

Goal for this week (1–2 lines)

[e.g., Progress ACME Q4 deal to proposal; launch joint webinar registration; clear security review blocker.]

Agenda (timebox)

1. Wins & highlights — 3 min
2. Pipeline & active deals — 10–15 min
3. Blockers & risks — 5–8 min
4. Marketing & enablement — 5 min
5. Decisions & actions — 5 min

Shared snapshot (paste links)

Pipeline view: [link]

Active plays list: [link]

Campaigns: [link]

MAP / decision log: [link]

Deals — next steps (top 5–10)

- [Account / Opp ID] — Stage: [X] — Next step: [action] — Owner: [Name, Company] — Due: [Date]
- [Account / Opp ID] — Stage: [X] — Next step: [action] — Owner: [Name, Company] — Due: [Date]
- [Repeat as needed]

Blockers & risks

- [Risk] — Owner: [Name, Company] — Plan: [one line] — Due: [Date]
- [Risk] — Owner: [Name, Company] — Plan: [one line] — Due: [Date]

Marketing & enablement

- Campaign: [name] — Audience: [segment] — Launch: [date] — CTA: [landing link] — Owner: [Name]
- Content/asset needs: [one line]
- Training completions: [count / names] — Gaps: [one line]

Decisions (made today)

- [Decision] — Evidence: [link / metric] — Owner to implement: [Name] — Due: [Date]
- [Decision] — Evidence: [link / metric] — Owner to implement: [Name] — Due: [Date]

Actions (new/updated)

- [Action] — Owner: [Name, Company] — Due: [Date] — Status: [Not started / In progress]
- [Action] — Owner: [Name, Company] — Due: [Date] — Status: [Not started / In progress]

Parking lot

- [Topic to deep-dive] — Follow-up owner: [Name] — Session by: [Date]

Next meeting

- [YYYY-MM-DD, time, location/Zoom] — Pre-reads: [links] — Agenda seed: [two items]