Growth Performance

BEST PRACTICE TEMPLATE

Team Meeting Planner

Use this planner before and after every significant team meeting. Clear preparation leads to better decisions, less wasted time, and more engaged teams.

Before you plan: Ask yourself, does this need to be a meeting, or could it be an email or async update? If the answer is yes, plan it well.

MEETING DETAILS

DATE & TIME

DURATION

LOCATION / LINK

ATTENDEES (NAME & ROLE)

FACILITATOR

NOTE-TAKER

PURPOSE & DESIRED OUTCOMES

Be specific. "Discuss the project" is not a purpose. "Decide the launch timeline and assign owners to the three remaining tasks" is.

MEETING PURPOSE (ONE SENTENCE)

WHAT DOES SUCCESS LOOK LIKE? WHAT WILL WE HAVE DECIDED, AGREED, OR CREATED BY THE END?

PRE-READS / PREPARATION NEEDED (SEND 24H IN ADVANCE)

AGENDA

TIME	TOPIC / ITEM	OWNER	TYPE (INFORM / DISCUSS / DECIDE)

GROUND RULES (FOR THIS MEETING)

- [ ] Phones away / notifications off unless needed
- [ ] One conversation at a time, no side-talks
- [ ] Everyone contributes, no passengers
- [ ] Challenge ideas, not people
- [ ] Decisions are made in the room, no re-opening after

POST-MEETING: KEY DECISIONS MADE

DECISION	MADE BY

ACTIONS

#	ACTION	OWNER	DUE DATE
1			
2			
3			
4			
5			
6			

NEXT MEETING DATE & PURPOSE

NOTES TO BE SENT TO (WHO & WHEN)

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

growthperformance.co.uk/contact
hello@growthperformance.co.uk