Meeting Agendas

These agenda templates are adapted from *Death by Meeting* by Patrick Lencioni.

Weekly Tactical Meeting

Item	Time	Directions	Remote considerations
Lighting round	5-10 minutes	Ask each team member to list the Top 3 things on their plate for the coming week. This should take no longer than 1 minute per person, even with a couple of follow-up questions. Note any issues that need to be discussed further and add them to the agenda.	• Have the meeting agenda on your screen, ready to pull up as people add any items for discussion. • Expect lightning round updates to take 2-3 minutes as this is a moment for social connection, and there will also be a lag!
Scoreboard review	5 minutes	Review the overarching goal and defining objectives of your business and note the current status of each.	• Again, pull this up on your screen so that everyone can see your progress. • Ask different team members to briefly review different goals.
Tactical Agenda Items	30 minutes	Discuss the potential tactical issues to be covered, assign an order for that discussion and dive in. These issues may have arisen either in the lightning round or the Scoreboard Review.	• Because of lag, and remoteness, you need to practice active listening and reflect back what people say. Therefore expect this to take longer.
Potential Strategic Topics	2 minutes	As you progress through your meeting, use this area to note the topics that you need to cover during a strategic meeting. *Be sure to resist the temptation to resolve them right away.*	• Again, pull this up on your screen so that everyone can see your progress. • Ask different team members to briefly review items. • Take a note of who might need to be involved in smaller group calls.

Item	Time	Directions	Remote considerations
Decisions & Actions	5 minutes	Ask one team member to chart the decisions and actions that were committed to during the meeting. Team leaders should note these as well.	• If you use a central task manager, this is ideal to record these in. • If recoding these takes longer, encourage people to talk among themselves to get some social interaction while you do it.
Cascading Messages	5 minutes	Discuss what, if anything, each team member should communicate to their direct reports from the meeting. Agree on a timeframe for that communication to happen.	• In addition to timeframes, offer support on how some of these further meetings might take place, or how resources can be procured.