TEMPLATE 6

Weekly Team Meeting Agenda

PURPOSE: *Run a weekly team meeting that opens with wins, connects the week's work to why it matters, surfaces blockers, and ends with owned commitments.*

Team: *Enter team name*	**Date:** *MM/DD/YYYY*	**Facilitator:** *Enter name*	**Duration:** *45–60 min*

1. OPENING (5 MIN)

- ☐ Wins from last week: what went well?
- ☐ Shoutouts and recognition

1. OPENING — NOTES

2. UPDATES (15 MIN)

- ☐ Company/leadership updates
- ☐ Team priorities this week
- ☐ Important deadlines or changes
- ☐ Why this week's work matters

2. UPDATES — NOTES

3. DISCUSSION TOPICS (20–25 MIN)

Topic description	Owner	Time

4. BLOCKERS & ASKS (10 MIN)

- ☐ What's blocking progress?
- ☐ What do you need from me or each other?
- ☐ Cross-team coordination needs

4. BLOCKERS & ASKS — NOTES

5. CLOSING (5 MIN)

- ☐ Action items and owners
- ☐ Commitments for next week
- ☐ Questions or concerns?

ACTION ITEMS

Owner	Action item	Due date

PARKING LOT

Topics that need separate discussion	*Capture them here and schedule the right conversation; do not let them hijack this meeting*

Pro Tip: Start with wins every week, even small ones. A team that hears what went well before what is due is a team that shows up.