Agenda Example

To make the most out of every virtual meeting, be specific with your agenda. Design an agenda that:

- ⊘ **TIMING** Include date, time, duration, web conference links, and call-in numbers

- ⊘ **CONTENT** Include a minimum of 3-4 bullets

- ⊘ **GOALS** Articulate meeting outcomes

- ⊘ **EXPECTATIONS** What do you expect from attendees?

- ⊘ **POWER** Includes time to meet with Power alone (key decision-maker)

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Subject: Agenda for Tuesday, March 25

Email Body:

Team,

I'm looking forward to connecting with you next Tuesday at 11 AM MST for 60 minutes.

Web conference link: https://link.com

Please have your webcam on and close all other windows and apps so that we can be very productive while we are together.

Agenda:

Goal: Review the latest set of commercial terms

Duration: 50 mins (Team) + 10 mins (Leader and Me)

MEETING AGENDA:

- 11AM – 11:10AM: Recap Business Issues, Problems and Desired Solution from Previous Conversations
- 11:10AM – 11:30AM: Capabilities Presentation
- 11:30AM – 11:45AM: Questions, Specific Details, Metrics for Success (Value)
- 11:45AM – 11:50AM: Confirm Next Steps
- 11:50AM – 12:00PM: All excused except Mark (CTO) and Myself to Debrief

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VSA ValueSelling Associates™

Keep it simple. Drive results.

I look forward to speaking with everyone Tuesday. If there needs to be changes or adjustments made to the agenda, please let me know.

On Tuesday, I will work to keep us on track and ensure we accomplish our goal. Until then, have a great weekend!

Cheers,

[your name]