

Creating a Meeting Agenda and Minutes

This article will teach you the benefits of meeting agendas and minutes and create meeting agendas and minutes with the help of a template.

Meeting agenda

A meeting agenda is a document that outlines topics and the order in which the project manager will discuss them in a meeting. A meeting agenda provides a clear and structured plan for the meeting to ensure that all relevant topics are covered promptly and efficiently.

Let us discuss the benefits of specifying a clear agenda.

Benefits of meeting agenda

Benefits of publishing and distributing an agenda:

- It ensures everyone attending the meeting is informed of the agenda so the meeting runs smoothly.
- It adheres to relevant topics and schedules so unrelated topics or conversations do not divert attention.
- It encourages structured and effective actions to accomplish objectives.
- It assures the participants that the project manager is implementing an appropriate method.
- It serves as a guide for the proposed activities in the upcoming stages of the project.

Meeting minutes

Meeting minutes summarize the key points and decisions made during the meeting. They are a record of the topics covered, actions proposed, and decisions to be made.

Publishing and distributing meeting minutes have several benefits, including:

- Minutes help to document and recall essential information. You can document and use the facts, see at a glance names of participants, voting patterns, disputes, judgments, and other significant information.
- Meeting minutes are published so that those unable to attend can access the information and decisions made, promoting transparency within the group.
- The participants can make informed decisions and ensure that everyone is informed by keeping a record of the discussions and decisions made during the meeting.

- It provides valuable and informative “takeaways” to the team members.
- Meeting minutes are reminders to the participants of action to be taken. Minutes can help individuals in being more responsible and encourage them to fulfill their commitments.

Important definitions

There are multiple ways to write agendas and meeting minutes. Their format should always be professional and include key information. The agenda and minutes templates contain the following definitions:

PEI approach

A project manager can conduct a meeting to achieve one or multiple objectives. Defining the objective of the meeting is essential so that participants can come prepared and contribute positively to the meeting. Based on its objectives, the manager may use a PEI approach in three types of meetings.

- P stands for persuade. Project managers hold these meetings to bring about agreement, permission, and validation. Such a meeting ends with approval or validation.
- I stands for informing. Managers conduct these meetings to share information, justify the information’s release, and ask for feedback to validate its informative value.
- E stands for entertain. These meetings aim to strengthen the team structure and foster good relationships among participants.

The Rule of Three

It is a powerful technique or principle required for writing or speaking. According to this principle, anything given in a group of three is better remembered and effective—including ideas, concepts, events, people, and statements. Apply this principle by writing three agendas or dividing the tasks into three categories.

Rule 48/24

This rule states that project managers must distribute the agendas to participants 48 hours before the meeting. Minutes should be documented and shared within 24 hours after the meeting concludes.

Parking lot

A parking lot is a space left blank for remarks, conversations, or inquiries unrelated to the meeting's scope. Putting these off-topic items aside ensures they will be dealt with later. Ideas parked in a visual parking lot allow you to pull them into the agenda for another time easily. You can also use it to list discussions that could not be conducted in the present meeting.

Meeting agenda template

Let us now look at the template to write the meeting agenda. Select the file below to download an example of a Meeting Agenda template.

Meeting Agenda Template 1

[DOCX File](#)

The first step is to state the goal of the meeting. Also, mention the feedback you would like to receive after the meeting. The goal of the meeting can be:

- Persuade ✓
- Inform ✓
- Entertain ✓

The second step is to specify the overview of the meeting. The overview should relate to the meeting's specific goals. It specifies the areas discussed in the meeting and the quantifiable results you aim to achieve.

Project managers should note that objectives should have value to the attendees.

After specifying the objectives, the next step will be to write the agenda's body. Apply the rule of three to ensure all key topics and action items are covered. The elements must operate together. The objectives and the aim should be connected in some way. Build the agenda items in the following manner for success:

Objective: Responsible Team Members. The expected result of discussions.

For example, Review project budget expenditures. Responsible: Joy, Sandy, Aman, and Priya. Result: Show planned versus actual expenditures to date. Provide recommendations and comments.

The last step will be to write the summary. Include the following elements in the summary:

- Review your accomplishments and shortcomings.
- Discuss future actions.
- Request feedback or a synopsis of everyone's "Takeaways."

Here are a few points:

- Ensure that everyone in the meeting has a role. Participants need not be present if they have no responsibility. You can send minutes to them instead.
- Each participant should summarize their key learnings. Never presume a team member understands or accepts responsibility for a task unless they clearly state what they do.
- Use a "Parking Lot" to stay on track. If a member wants to discuss something not on the agenda, note that in the parking lot and discuss it later.
- Follow the 48/24 Rule. Post the schedule 48 hours before the event. Minutes are published 24 hours after the meeting.

Meeting minute template

A Meeting Minute Template is a document that records the key points and decisions made during a meeting. Select the file below to download an example of a Meeting Minute Template.

[Meeting Minute Template 2](#)

[DOCX File](#)

- A Meeting Minute Template includes the following elements:
- Date and subject of the meeting: Mention the meeting's date and briefly overview the main topics covered.
- A list of those who attended the meeting.
- The following are the meeting's quantifiable goals:
- List the items in the "Parking Lot." Also, add a plan to address them.
- Key Commitments and Next Steps: List key action items and validate commitment from stakeholders. End with the next steps.

Conclusion

In this article, you learned about the meeting agenda and meeting minutes. You also learned how to create templates for meeting agendas and meeting minutes.

Agenda:

Template 1

Creating a Meeting Agenda: 48 Hours Before Meet

Step 1: Goal:

State the goal of the meeting. Mention the feedback you want after the meeting. The goal of the meeting can be:

- Persuade,
- Inform, or
- Entertain

Step 2: Overview

Specify the overview of the meeting. The overview should relate to the meeting's specific goals. It specifies the areas discussed and the quantifiable results you aim to achieve.

Note: Objectives should have value to the attendees.

Step 3: Body

Apply the rule of three here to ensure all key topics are covered and action items are addressed. The elements must operate together. The objectives and the aim should connect in some way. Build the agenda items in the following manner for success:

Objective: Responsible team members. The expected result of discussions

For example, Review project budget expenditures. Responsible: Joy, Sandy, Aman, and Priya. Result: Show planned versus actual expenditures to date. Provide recommendations and comments.

Step 4: Summary

1. Review your accomplishments and shortcomings.
2. Discuss future actions.
3. Request a synopsis of everyone's "Takeaways."

Notes

- Ensure that everyone in the meeting has a role. Participants need not be present if they have no responsibility. You can send minutes to them instead.
- Each participant should summarize their key learnings. Never presume a team member understands or accepts responsibility for a task unless they clearly state so.

- Use a “Parking Lot” to stay on track. If a member wants to discuss something that isn’t on the agenda, note that in the parking lot and discuss it later.
- Follow the 48/24 Rule. Post the schedule 48 hours before the event. Managers should publish minutes within 24 hours of the meeting.

Meeting Minutes:

Template 2		
Creating Meeting Minutes: Within 24 Hours of Meeting Completion		
Date and Subject of Meeting: Mention the meeting’s date and briefly overview the main topics.		
Meeting Attendees: List the individuals who were present at the meeting.		
Meeting Objectives and Results: List the measurable objectives from the meeting as follows:		
Meeting Objective	Owner	Discussion Results
Parking Lot Items: List the items in the “Parking Lot.” Also, add a plan to address them.		
Key Commitments and Next Steps: List the key action items and validate commitment from stakeholders. End with the next steps.		

