

# Team Meetings: Creating An Agenda

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June 2025



# Check-in

<https://checkin.daresay.io/>

You choose the check in!

- Caring
- Daring
- Laid-back
- Work-focused



# What makes a great meeting?

Turn to a partner and share your answer to this question. You have 2 minutes - 1 minute per partner.



# Meeting goals:

We will learn:

- How to structure agendas that prioritize discussions while respecting time constraints.
- Techniques for gathering input from key stakeholders before meetings.
- Strategies for setting realistic timeframes for agenda items.
- Methods to document action items and follow-up responsibilities.



# Meeting goals:

*“A leader’s responsibility is to ensure that members are so clear about their reason for being at a meeting and for why the team exists that this question never crosses their mind.”*

**Elena Aguilar, The Art of Coaching Teams**



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## The **TOPIC** Framework in Action

### **TOPIC** Agenda Framework:

**T**ime allocation (realistic estimates)

**O**utcome desired (what success looks like)

**P**articipants needed (right people present)

**I**nformation required (prep work identified)

**C**ontext/background (why this matters now)

## **TOPIC** Agenda Framework: What is the purpose?

<b>Time allocated</b>	Realistic estimates - attention spans are shrinking
<b>Outcome desired</b>	
<b>Participants needed</b>	
<b>Information required</b>	
<b>Context</b>	



## **TOPIC** Agenda Framework: What is the purpose?

<b>Time allocated</b>	
<b>Outcome desired</b>	What do I want them to know? How do I want them to feel? What do they need to be able to do?
<b>Participants needed</b>	
<b>Information required</b>	
<b>Context</b>	

## **TOPIC** Agenda Framework: What is the purpose?

<b>Time allocated</b>	
<b>Outcome desired</b>	
<b>Participants needed</b>	Who needs to be present? Whose voice isn't present?
<b>Information required</b>	
<b>Context</b>	

## **TOPIC** Agenda Framework: What is the purpose?

<b>Time allocated</b>	
<b>Outcome desired</b>	
<b>Participants needed</b>	
<b>Information required</b>	What can participants read, write, listen to, consider in advance of the meeting? Hint: this can be as simple as providing an agenda.
<b>Context</b>	

**TOPIC** Agenda Framework:  
What is the purpose?

<b>Time allocated</b>	
<b>Outcome desired</b>	
<b>Participants needed</b>	
<b>Information required</b>	
<b>Context</b>	Why are we meeting now? What is the purpose?



**TOPIC** Agenda Framework:  
What is the purpose? Create your  
own agenda.

<b>Time allocated</b>	Always start with a check-in (5 minutes)
<b>Outcome desired</b>	What is the purpose? Know? Feel? Do?
<b>Participants needed</b>	Who needs to be here? Who is not here?
<b>Information required</b>	What prep work can they do? Send with the agenda.
<b>Context</b>	Restate purpose.

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