

Sample Standing Meeting Agenda

TIME

A. Share Good News and Celebrate the Wins

B. New Items for solution, decision, information sharing or discussion and brainstorming

1. _____

2. _____

3. _____

4. _____

C. Lifeline and Pipeline Reporting of Projects in Process or Prospects in Process

D. Review and reporting on current Roadmap or Action Items

E. Issues – IDENTIFY – DISCUSS – SOLVE

F. Recap of decisions made, Next Actions Required & By Whom, By When, Information to be shared with others, and meeting rating and comments to improve future meetings

G. Drop down Items or Tangents Deferred
