

# Committee meeting agenda template

# Committee meeting agenda sample

Time	Agenda item	Description	Assignee	Materials (optional)	Notes
5 minutes	Welcome and introductions	Welcome attendees and ensure everyone is introduced.	Chair		
10 minutes	Review and approval of previous committee meeting notes	Review and approve the minutes from the last meeting.	Secretary	Minutes from the previous meeting	
15 minutes	Updates and announcem.	Share any relevant updates or announcements.	Chair		
45 minutes	Discussion topic 1: [Topic Title]	Clearly define the objective of the discussion (e.g., brainstorm solutions, reach a decision).	[Lead Name]	[Link to document]	
5 minutes	Break	Take a short break to refresh and recharge.	N/A	N/A	
25 minutes	Action items and next steps: [Topic 1]	Review key takeaways, assign clear action items and deadlines with responsible individuals, and discuss the next steps.	[Lead Name]		
15 minutes	Discussion topic 2: [Topic Title]	Clearly define the objective of the discussion (e.g., brainstorm solutions, reach a decision).	[Lead Name]	[Link to document]	
15 minutes	Action items and next steps: [Topic 2]	Review key takeaways, assign clear action items and deadlines to responsible individuals, and discuss the next steps	[Lead Name]		
5 minutes	Closing remarks, feedback, and adjournment	Briefly summarize key points, solicit feedback on the meeting, and adjourn the meeting.	Chair		

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