[](https://www.smartsheet.com/try-it?trp=11604&utm_source=integrated-content&utm_campaign=/content/staff-meeeting-templates&utm_medium=Weekly+Staff+Meeting+Agenda+doc+11604&lpa=Weekly+Staff+Meeting+Agenda+doc+11604)**WEEKLY MEETING AGENDA   
TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | START TIME | END TIME |
| MM/DD/YY |  | | 10:30 AM | 11:45 AM |
| MEETING TITLE / PROJECT NAME | | | FACILITATOR | |
|  | | |  | |
|  |  |  |  |  |
| 1. ACHIEVEMENTS OF THE WEEK | | | | |
| Success stories of team members | | | | |
|  |  |  |  |  |
| 2. GOAL PROGRESS REVIEW | | | | |
| GOAL DESCRIPTION | GOAL MARK | YTD CURRENT YEAR | YTD PREVIOUS YEAR | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  |  |
| 3. REVIEW OF PREVIOUS MEETING ACTION ITEMS | | | | |
| ACTION DESCRIPTION | | ACTION TO BE TAKEN BY | DATE TO BE ACTIONED BY | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  |  |  |  |  |
| 4. NEW AGENDA ITEMS | | | | |
| ACTION DESCRIPTION | | TO BE PRESENTED BY | PROJECTED OUTCOME | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  |  |  |  |  |
| 5. REVIEW | | | | |
| Review of New Agenda Items; Review of meeting: what worked and what can be improved? | | | | |
|  |  |  |  |  |
| 6. NEXT MEETING | | | | |
| DAY AND DATE | LOCATION | | START TIME | END TIME |
|  |  | |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |