

Agile Meeting Agenda Check-List

1. ☐ Agile Meeting Template

1. ☐ Pre-Meeting

1. ☐ Purpose
2. ☐ Context Assessment
3. ☐ Stakeholder Analysis
4. ☐ Desired Outcomes
 1. ☐ By the end of this meeting, we will have...
 1. ☐ A list of _____ ... so that we can _____
 2. ☐ A plan for _____ ... so that we can _____
 3. ☐ An awareness of _____... so that we can _____
 4. ☐ An understanding of _____... so that we can _____
 5. ☐ A decision on _____ ... so that we can _____
 6. ☐ An agreement on _____ ... so that we can _____

5. ☐ Topics/Issues
6. ☐ Attendees & Roles
7. ☐ Room Arrangement
8. ☐ Decision-Making Method
9. ☐ Detailed Agenda

10. ☐ Meeting Functions

11. ☐ Meeting Supplies

2. ☐ Meeting Startup

1. ☐ Check-In

1. ☐ Name, how you're doing right now, anything that might impact your participation in this meeting?
2. ☐ Participants:
 1. ☐ name <name@email.com>,

2. ☐ Housekeeping

1. ☐ Agreements
 1. ☐ Cell phones off?
 2. ☐ No Multitasking, Please
 3. ☐ Record the meeting?

2. ☐ Order Lunch?

3. ☐ Agenda Review

Agile Meeting Agenda Check-List

1. ☐ End by ?:00
4. ☐ Last meeting items
5. ☐ Desired Outcomes:
 1. ☐ By the end of this meeting, we will have...{detailed what} so that we can... {do something}
 1. ☐ Products
 1. ☐ Lists
 2. ☐ Plans
 3. ☐ Decisions
 4. ☐ Agreements
 2. ☐ Knowledge
 1. ☐ Awareness of so that ...(we can do something)
 2. ☐ Understanding of so that ...(we can do something)
6. ☐ Risks/Issues/Concerns/Opportunities:
3. ☐ Meeting Agenda:
 1. ☐ Minutes from Last meeting
 2. ☐ Follow-up from Last Meeting Action Items
 3. ☐ Agenda
4. ☐ Meeting Closing
 1. ☐ Next Steps
 2. ☐ Next Meeting
 3. ☐ Evaluation
 1. ☐ What did we do well?
 2. ☐ What could we do differently or better
5. ☐ Post-Meeting
 1. ☐ Meeting Take-down
 2. ☐ Send out meeting notes
 3. ☐ Other meeting follow-up