

Weekly Meeting Agenda – Template Only

The Podiatry Hive. 2014



Weekly Meeting Agenda - (Business Name)

Week Beginning :

Attendees Required:

Apologies:

(Business Name) Values:

1.	2.	3.	4.
5.	6.	7.	8.

(Business Name) USP:

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Agenda

Business Functionality	Update	Team Member	Notes
Actions from last meeting	This space is so each person responsible for completing a task or action from the previous week can provide an update on the task... (i.e. it's finished or we're ¾ way there – this is what's happening etc etc)	Use this space to allocate who is to speak about what task/action/project or update	Use this space to write up the discussion notes from the meeting on each item discussed - include here who is responsible for getting things done per item..
Administration / Reception	The following sections are where you discuss new processes, systems, anything new, project going on, updates etc – anything to do with this		

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	<p>section of business.... you also use this time to write up any actions needed in this section – adding to the Actions List – make sure to date all actions with a start & due date.</p> <p>Make sure you add in here – in dot point EVERYTHING you need to cover off on in this section</p> <p>NB: some weeks you may not have anything to discuss in one or two sections – simply skip them</p>		
Service / Treatment Delivery			
Marketing / Advertising/ Sales			
Team Training			
HR			
Systems			
IT			
Weekly Wins/ Successes/ Celebrations			

Date and Time of Next Meeting:

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Actions and Accountability List

Business Functionality	Task / Action	Team Member Responsible	Date Task/Action Due for completion
Administration / Reception	<ul style="list-style-type: none"> • • • • • 		<p>NB: in this section – dates go to RED if project/task/action is uncompleted in whichever time frame you schedule for them... i.e. If you schedule a task to be completed in 5 days and by day 7 it is not – it needs to be highlighted in RED for the meeting</p>
Service / Treatment Delivery			
Marketing / Advertising/ Sales			
Team Training			
HR			
Systems			
IT			
Weekly Wins/ Successes/ Celebrations			