

# SAMPLE ACTION PLAN REVIEW MEETING AGENDA



An agenda is your roadmap for any meeting.

A well-developed agenda helps you as the manager keep the team on track, makes preparation easier for team members, reduces meeting time, and provides a clear sense of focus for the meeting.

For team action plan review meetings, agendas should be simple and consistent. You should clearly indicate what topics should be covered at each regularly scheduled review meeting—no surprises!

Circulate the agenda as a reminder for members to prepare prior to each meeting. Tailor the sample 10 minute review meeting agenda to meet the specific needs of your team.

## SAMPLE AGENDA

**Meeting Purpose:** To regularly review our team action plan to share progress and identify where we need to make changes in direction.

**Meeting Outcomes:** Shared team clarity on action progress, celebrate wins and refine the plan when needed to realise our goal.

### Pre-work:

**Action lead/s:** Update the plan prior to the meeting - identifying action status (completed, on track, not started) and any changes or challenges that might require a change to the plan.

**Team members:** Provide updates on action/s status to lead/s prior to the meeting

**Scribe:** Identified prior to the meeting to record key updates or changes to the plan and communicate to team members.

| Time  | Discussion item  | Lead   |
|-------|--|--|
| 5mins | <b>Reviewing plan progress:</b> <ul style="list-style-type: none"> <li>What's been done? How are we tracking?<br/>e.g. actions/tasks completed and/or on track                             <ul style="list-style-type: none"> <li>Acknowledge/recognise wins</li> </ul> </li> <li>What is on track and still needs to be done?</li> </ul>  | Action Lead/s share brief updates                                  |
| 5mins | <b>Refining the plan:</b> <ul style="list-style-type: none"> <li>Identifying any new challenges/risks/changes</li> <li>What do we need to do differently?<br/>e.g. action/s we need to stop or start?                             <ul style="list-style-type: none"> <li>May include adjusting actions, increasing timeframes, increasing team members etc.</li> </ul> </li> <li>Confirm action/s, owner/s and timing</li> </ul> | Lead/s/members identify challenges or risks to the plan<br><br>All |

## POST MEETING:

Scribe to capture any changes, actions, owners and timeframes, update the plan and communicate to the team.