

Weekly Team Meeting Agenda Template

Features:

- Achievements of the week
- Goal progress review (Goal → goal mark → this week's progress → next week's target)

Template:

Weekly Team Meeting Agenda

Field	Details
Date	
Time	
Location/Link	
Attendees	
AI Note Taker Joined?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Agenda

1. **Achievements of the Week**
 - (List team/individual wins)
2. **Goal Progress Review**

Goal	Mark/Target	This Week's Progress	Next Week's Goal

3. Review Previous Action Items

- Item – Owner – Status

4. Challenges & Roadblocks

- (Discuss & brainstorm)

5. Updates by Team Member/Function

- Name:
 - Progress
 - Needs

6. New Business / Open Discussion

7. Action Items & Next Steps

- New items, owners, deadlines



To create an AI meeting deck, contact us at: <https://hiaurora.ai/>