TEMPLATE · PRACTICAL RESOURCE

Weekly Meeting Template Pack

This template pack helps teams choose a clear structure for planning, reviewing progress or solving problems.

01 Template 1: Planning Meeting

Use this template when looking ahead—deciding what to work on, who's doing what, and how to spend your time over the coming week or sprint.

Context (5 minutes)

Updates from other teams, customers, or changes affecting priorities

Capacity and Commitments (10 minutes)

Team Member	Existing Commitments	Available Hours

Priorities for This Week (15 minutes)

i Aim for 3–5 things that need to happen this week. Check they're achievable given capacity.

Priority	Owner	Next Action
1.		
2.		
3.		
4.		
5.		

Potential Problems (5 minutes)

What might go wrong? Dependencies, approvals needed, or risks to flag

Template 2: Review Meeting

Use this template when looking backwards—checking what got done, what didn't, and what you've learned that might change how you work going forward.

What Was Supposed to Happen (3 minutes)

Recap last week's priorities

What Actually Happened (15 minutes)

Item	Status	Notes

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Variances and Reasons (15 minutes)

What caused the gap between plan and reality? What took longer or was more complex than expected?

Lessons and Changes (10 minutes)

What should we do differently? List 1–3 concrete changes to implement

What Went Well (5 minutes)

What worked? What should we repeat?

Template 3: Problem-Solving Meeting

Use this template when you have a specific problem that needs collective thinking—not planning or reviewing, but actually solving something that's stuck right now.

Define the Problem (5 minutes)

State the problem as specifically as possible

Gather Information (10 minutes)

What do we know? Data, previous attempts, who's affected

Generate Options (10 minutes)

> i List all possible solutions without judging them yet. Get ideas out first, evaluate later.

Possible solutions (no filtering at this stage)

Evaluate and Narrow (10 minutes)

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Option	Feasibility	Likely Impact

Decide and Assign (10 minutes)

Chosen approach to try first

Owner

What does success look like?

Review date

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