

# SOP Template: Regular Team Meeting Scheduling and Agenda Distribution

This SOP details the process for **regular team meeting scheduling and agenda distribution**, including setting consistent meeting times, preparing and circulating agendas in advance, coordinating participant availability, and ensuring effective communication of meeting objectives. The goal is to promote organized, efficient, and productive team interactions that facilitate collaboration and decision-making.

## 1. Purpose

To establish a standardized process for scheduling regular team meetings and distributing agendas to ensure all participants are informed, prepared, and aligned with the meeting's objectives.

## 2. Scope

This SOP applies to all team leads, managers, and team members responsible for organizing, participating in, or contributing to recurring team meetings.

## 3. Responsibilities

Role	Responsibility
Team Lead/Meeting Organizer	Schedules meetings, prepares agenda, and communicates details to participants.
Team Members	Respond to invites, suggest agenda items, review agenda, and come prepared.
Administrative Support (if applicable)	Assists in scheduling logistics and circulation of documents.

## 4. Procedure

- Establish Recurring Meeting Schedule**
  - Determine optimal meeting frequency (e.g., weekly, biweekly) and duration.
  - Consult team members to identify mutually agreeable times using scheduling tools (e.g., Outlook, Google Calendar, Doodle poll).
  - Set up recurring calendar invites with location or virtual meeting link.
- Prepare Meeting Agenda**
  - Draft the agenda at least 2 business days before the meeting.
  - Solicit agenda items from team members.
  - Include key topics, objectives, presenters, and allocated times for each agenda item.
- Distribute Agenda and Meeting Materials**
  - Circulate the finalized agenda at least 1 business day prior to the meeting via email and/or calendar invite attachment.
  - Attach relevant documents or links for pre-reading, if necessary.
  - Confirm receipt by all participants or prompt for acknowledgement, if required.
- Conduct Meeting**
  - Start on time and follow the agenda.
  - Facilitate participation and keep discussion on track.
  - Assign action items and record key decisions.
- Post-Meeting Follow-Up**
  - Share meeting notes, action items, and deadlines via email or team collaboration platform.
  - Update agenda template with notes for future improvements.

## 5. Records

- Meeting agendas (digital archive)
- Meeting minutes/notes
- Attendance records
- Action item tracker

## 6. Review and Continuous Improvement

Review this SOP annually or as needed to incorporate feedback and improve meeting efficiency.