

# How to Run a Weekly Team Meeting That Actually Works

A practical structure for small teams - ready to use this week.

Bad meetings are expensive. A 45-minute weekly meeting with a team of three costs around 2.5 hours of collective time every week. If it's unfocused, that's a tax on your business. Done well, it's the highest-leverage 30 minutes of the week.

## 01 BEFORE YOU RUN A SINGLE MEETING - GET THESE RIGHT

### Same time, every week.

- Consistency removes the scheduling overhead. Monday morning or Friday midday both work - pick one and protect it.

### 30 minutes max to start.

- You can always run longer once you have the rhythm. Starting short forces focus and builds the habit.

### One person owns the meeting.

- Not everyone - one person. They send the agenda, keep time, and capture actions. Never leave it unclear.

### Agenda sent 24 hours in advance.

- Even if it's the same every week. It primes people to come prepared rather than thinking on the spot.

### Actions are written down.

- Every meeting should end with a written list of who is doing what by when. No actions = no accountability.



# The Meeting Agenda

A structure that works every time.

*This runs in 30 minutes. Protect the time. End on the dot.*

## 02 THE AGENDA - TIMED AND STRUCTURED

### Check-In

0:00 – 0:05

5 min

One word or one sentence each: how is everyone showing up today? Keeps it human and grounds the room.

### Last Week's Actions

0:05 – 0:15

10 min

Review actions from last week. Done, in progress, or blocked? No explanation needed - just status.

### This Week's Priorities

0:15 – 0:25

10 min

Each person names their top 1–2 priorities. Not a full task list - just what matters most this week.

### Blockers & Support Needed

0:25 – 0:28

3 min

What's in the way? Who needs help from whom? Keep it brief - detail happens offline.

### Actions & Close

0:28 – 0:30

2 min

Confirm all actions out loud. Owner plus deadline. End on time - every time, without exception.

#### ◆ THE GOLDEN RULE

If it needs more than 3 minutes to discuss, take it offline. The meeting is for alignment, not problem-solving.



# Running Notes Template

Copy this into a shared doc and use it every week.

**DATE:** \_\_\_\_\_ **MEETING OWNER:** \_\_\_\_\_ **ATTENDEES:** \_\_\_\_\_

## CHECK-IN

*How is everyone showing up today?*

---

---

## LAST WEEK'S ACTIONS - STATUS UPDATE

*Action / Owner / Status: Done | In Progress | Blocked*

---

---

---

---

## THIS WEEK'S PRIORITIES

*Name / Priority 1 / Priority 2*

---

---

---

---

## BLOCKERS & SUPPORT NEEDED

*Who needs what from whom this week?*

---

---

---

## THIS WEEK'S ACTIONS

*Action / Owner / Due by*

---

---

---

---

## NOTES

*Anything else captured during the meeting.*

---

---

---

*Most bad meetings share the same problems. Here's what to watch for.*

## 03 WHAT TO STOP DOING - IMMEDIATELY

### **X No agenda.**

People arrive unprepared and the meeting meanders. Always send one the day before - even if it's the same every week.

### **X Running over time.**

It signals that you don't respect people's time. End on the dot, even if you're not done. Carry over to next week.

### **X Actions not written down.**

If it's not written, it didn't happen. Every action needs an owner and a deadline. No exceptions.

### **X Using the meeting to share information.**

Status updates can be a Slack message or a shared doc. Meetings are for decisions, accountability, and alignment.

### **X No psychological safety.**

If people can't flag blockers without fear, you'll never know what's actually wrong until it's too late.

**The fastest fix: send an agenda, start on time, end on time, write down every action.**

Do just these four things and your meetings will improve immediately.



# Need Help Setting Up Your Team Structure?

A well-run weekly meeting is a symptom of a well-run business. If your team is growing and your operations feel stretched, a VA or OBM can help you build the systems and rhythms that keep everything moving without it all depending on you.

**Business Clarity Audit**

**£450**

The essential starting point. A deep-dive into your operations, priorities, and where support will have the biggest impact.

**VA Retainer**

**From £275/mo**

Consistent, reliable task support. Freeing up your time for the work only you can do.

**OBM Retainer**

**From £850/mo**

Strategic operational management. Someone who owns your back-end so you can focus entirely on growth.

**Book a free discovery call - no pitch, no pressure.**

[hunteradmin.org](http://hunteradmin.org) | [info@hunteradmin.org](mailto:info@hunteradmin.org)