

**PROMPT WO-011**

Create a Professional Meeting Agenda

Purpose

Use this prompt to create a clear, structured, and professional meeting agenda. Whether you're organising a team meeting, project review, client meeting, or management discussion, this prompt helps ensure everyone knows the purpose, topics, and expected outcomes before the meeting begins.

DIFFICULTY
 **Beginner**

TIME SAVED
 **15–20 min**

BEST FOR
Meetings

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

```
You are an experienced business meeting facilitator.

Create a professional meeting agenda using the information below.

Meeting Title:
[Insert meeting title]

Purpose of the meeting:
[Insert purpose]

Date:
[Insert date]

Time:
[Insert time]

Duration:
[Insert meeting length]
```



Attendees:

[List attendees]

Topics to Discuss:

- [Topic 1]
- [Topic 2]
- [Topic 3]

Decisions Required:

[List any decisions that need to be made]

Actions Required After the Meeting:

[List expected actions]

Tone:

Professional, organised and easy to follow.

Please:

- Create a professional meeting agenda.
- Include the meeting title, date, time and duration.
- Clearly organise each discussion topic.
- Allow time for questions where appropriate.
- Include a section for decisions to be made.
- End with a summary of expected actions.

Return only the completed meeting agenda.



Example

INPUT

Meeting Title: Weekly Operations Meeting

Purpose: Review operational performance and priorities.

Date: Monday 11 August

Time: 9:00 AM

Duration: 60 minutes

Attendees:

- Operations Manager
- Customer Service Manager
- Warehouse Manager

Topics:



- Previous week's performance
- Customer issues
- Warehouse update
- Upcoming priorities

EXPECTED OUTPUT

Weekly Operations Meeting

Date: Monday 11 August

Time: 9:00 AM

Duration: 60 Minutes

Attendees:

- Operations Manager
- Customer Service Manager
- Warehouse Manager

Agenda

1. Welcome and meeting objectives
2. Review of previous actions
3. Operational performance update
4. Customer service review
5. Warehouse update
6. Upcoming priorities
7. Decisions required
8. Questions and discussion
9. Action summary

 **Builder's Tip:** Send the agenda at least 24 hours before the meeting whenever possible. This gives attendees time to prepare and leads to more productive discussions.

Related Prompts

- WO-007 – Confirm an Appointment or Meeting
- WO-012 – Write Professional Meeting Minutes
- WO-013 – Summarise a Meeting
- WO-014 – Create an Action Plan from a Meeting

Tags

MEETING

AGENDA

PLANNING

BUSINESS

PRODUCTIVITY