



— MEETINGS / OPENERS

The Meeting Introduction Template

A one-page opener to read off before any meeting. The five beats, seven ready openers by meeting type, and the one line that tells the record what to keep.

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READ THIS BEFORE YOU START

Say the five beats out loud in under a minute. Beats 1, 2 and 5 are never optional: the outcome, the decision on the table, and where the notes land. Add beat 3 only when there are new faces, and beat 4 only when the shape of the time is not obvious. Pick the meeting type below and read its version.

The opener, five beats

1. Why we're here (the one outcome):
"By the end we will have _____."
2. The decision on the table (as a question):
"The call is: _____?"
3. Who's here, and why (only with new faces):
"_____ owns _____. _____ decides _____."
4. How we'll use the time:
"_____ minutes, _____ items. Questions go _____."
5. Where this lands (say it every time):
"_____ is capturing. Decisions and owners go to _____."
We're recording the call, so a heads-up to the room."

Seven openers, one line each

- **Weekly team sync:** "By the end, every blocker has a name next to it."

- **Project kickoff:** "By the end, we agree the scope, the owner of each workstream, and the first milestone date."
- **Client / discovery call:** "The call is whether this problem is worth solving now; we'll leave with a next step booked."
- **1:1:** "Your agenda first. We'll leave with two or three things we both commit to. This stays between us."
- **Decision meeting:** "One decision today: _____? {Name} makes the call; the rest of us give input by 4:15."
- **Board / stakeholder review:** "Three items need a vote, the rest is for awareness. Minutes go to the board folder."
- **All-hands / town hall:** "One message today, then fifteen minutes of questions. Unanswered ones get written up by Friday."

Which opener, quick pick

The meeting owes...	Lead with beat	Never skip
Alignment (sync, standup)	1, then 5	5
A shared plan (kickoff)	1 and 3	3
One decision	2 (as a question)	2
A next step (client)	1 and 5	5
A person's growth (1:1)	3 (their agenda)	"this stays between us"

One opener, filled in

An example. The team and the meeting are invented for this sheet.

Pricing decision · 20 Aug · 30 min

"One decision today: do we ship the new tiers on the 1st, or hold a week for the billing fix? Dana makes the call; the rest of us give input. Fifteen minutes on risk, ten on cost, five to decide. Sam is capturing, decisions and owners go in the #pricing thread, and we're recording the call so everyone knows."

Beat 2 is a yes-or-no question, so a reader can tell, later, whether the meeting answered it. Beat 5 named the owner of the record before anyone spoke, which is the difference between a decision you can find on Thursday and one four people remember differently.



Stop filling this in by hand. talk2bud sits on the call and writes the summary, the decisions, and the next steps with owners.
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