

All-Hands Meeting Template

Internal Communications & Culture — Sample Template

How to Use

Run this on a fixed cadence (most teams do monthly) so it becomes a habit the team can rely on, not a one-off event someone has to remember to schedule.

Date: _____

Facilitator: _____

Attendance: _____

Recording Link: _____

Agenda

Time	Segment	Owner
5 min	Welcome & wins	Founder / CoS
10 min	Company metrics update	Leadership
15 min	Team / project spotlights	Rotating
10 min	Open Q&A	All
5 min	Wrap-up & next month preview	CoS

Q&A Log — Worked Example

Question	Asked By	Answered By / Follow-Up
When is the next round of promotions?	Anonymous	Head of People — posted in #general Fri

Facilitation Tips

- Post the recording and a written summary within 24 hours for anyone who missed it
- Answer every submitted question somewhere, even if the answer is "not yet decided"