

FREE ACKPOST TEMPLATE

Monthly Review Meeting Agenda

A structured meeting agenda for reviewing results, workflow health, blockers, and next-month decisions.

TYPE

Agenda

CATEGORY

Reporting

BEST FOR

**Teams and client
accounts**

What this includes

Wins

Metrics

Risks

Action items

Meeting flow

Start with wins, then review shipped content, performance, approval speed, failed jobs, connection health, and next-month priorities.

Keep it useful

Do not turn the meeting into a slide-reading session. Decisions and action items matter more than screenshots.

Close

End with owners, due dates, and the first three posts that need approval next month.

How to use this resource

Make a copy of the structure, adapt the fields to your team, and review it during your weekly publishing meeting. If a field does not help a real decision, remove it. If a repeated mistake keeps happening, add a field that makes the risk visible.