

Agenda

Meeting Time

Ex: February 20th, Wednesday, 1:30pm–1:50pm

Participants

Ex: Michael Scott - meeting facilitator

Oscar Martinez - present finances for the quarter

Jan Levinson - approve next quarter's budget

Angela Martin - give overview of expense reporting

Time

Items

0:00–2:00 Introductions, set purpose

2:00–4:00 Expectations and anything to add to the agenda

4:00–6:00 First discussion point

6:00–8:00 Second discussion point

8:00–10:00 Third discussion point

10:00–12:00 Fourth discussion point

12:00–16:00 Alignment, time for questions

16:00–18:00 Wrap-up + next steps

18:00–20:00 Buffer

Follow-up

Action Step:

Deadline:

Assigned to:

Communication plan:

Resources needed:

Deliverable:

Action Step:

Deadline:

Assigned to:

Communication plan:

Resources needed:

Deliverable:

Action Step:

Deadline:

Assigned to:

Communication plan:

Resources needed:

Deliverable:

Next meeting Time (if needed)

Meeting Notes:

