

Executive meeting agenda template

Date

Time

Location

Attendees

1. Call to Order and Introduction

- Greetings and introduction of attendees
- Approval of the agenda

3. Strategic Planning Update

- Presentation of the strategy
- Discussion of the progress on the implementation of the strategy
- Evaluation of the success and due adjustment, if necessary

5. Marketing and Sales Update

- Analysis of the sales and marketing reports
- Discussion on how to increase market share
- Discussion about the status or progress of major contracts or business opportunities

7. Human Resources Update

- Review of HR policies and procedures
- Discussion on the key HR metrics, particularly employee retention rate, employee morale, and related analysis
- Discussion of training and development, recruitment, and hiring

9. Strategic Partnership Review

- Updates on current strategic partnerships
- Identification of potential partnerships
- Discussion of the benefits and risks of new strategic partnerships

11. Action Items

- Listing of any agreed next steps and responsibility
- Assigning timelines to action items

2. Review and Approval of Minutes

- Approval of previous executive meeting minutes
- Matters arising from the minutes

4. Financial Update

- Report on the financial performance of the company
- Discussion of any trends or changes that require attention

6. Operations Update

- Assessment of the operational performance
- Discussion of any challenges, new development and initiatives
- Identification and discussion of opportunities to improve operations

8. IT Update

- Review of the IT infrastructure and security
- Discussion on any required updates, developments or improvements
- Identification and review of any IT risks that could impact the company

10. Any Other Business

- Discussion of any relevant topic or issue that pertains to the company

12. Closing Remarks and Adjournment

- Recap of meeting actions and tasks
- Schedule the date, time and venue for the next executive meeting
- Conclusion of the meeting.