

FORMAL MEETING AGENDA TEMPLATE

Location:

Date:

Time:

Attendees:

AGENDA ITEMS

1. [Welcome and introductions] (5 minutes)

2. [Welcome and introductions] (5 minutes)

3. Team Updates:
a. [Sales update] (10 minutes)
b. [Marketing update] (10 minutes)
c. [Customer Service update] (10 minutes)
d. [IT update] (10 minutes)

4. Team Updates:
a. [Sales update] (10 minutes)
b. [Marketing update] (10 minutes)
c. [Customer Service update] (10 minutes)
d. [IT update] (10 minutes)

5. New Business:
a. [Discussion of new initiatives] (20 minutes)
b. [Brainstorming for upcoming events] (20 minutes)

6. Open Forum:
a. Questions, comments, and concerns from team members (15 minutes)

7. Action Items and Next Steps (5 minutes)

8. Adjournment
