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