

EXECUTIVE TEAM MEETING AGENDA

Title: Executive Leadership Team Meeting

Date:

*Facilitator: Exec Lead for Topic

Note Taker: [insert name]

Timekeeper: [insert name]

Location: [insert location]

Start Time:

End Time:

Conference Call Line = Ph: # | Participant: # | Leader: #

Attendees: [list first name of all team members who will physical attend]

Call In: [list first name of all team members who will be calling in]

Absent: [list first name of all team members who will be completely absent]

Guests: [list first and last name of each guest]

TODAY'S MEETING DETAILS				PURPOSE		
Time	Duration	Topic	EX Lead	Report	Dialogue	Decision
9:00 AM	10 min	Check In	All	x		
9:10 AM	50 min	Headline	All	x		
10:00 AM	30 min	i.e., Individual Team Goals (Ted, Myra)	Julie			
10:30 AM						
12:45 PM	15 min	Record Notes and Decisions Wrap Up – Set Next Agenda, Future Topics (Julie)			x	x
1:00 PM	---	Adjourn				

PURPOSE: Reports (Information Sharing), Dialogue (Discussion), Decision (Discussion Needing a Decision)

ACTION ITEMS			
Due Date	Topic and Commentary	Champion	

PARKING LOT			
Review Date	Topic and Commentary	Champion	

Next Weekly Team Meeting:

LOOKING AHEAD			
FUTURE MEETING TOPICS (NEW topics in bold)			
Date	Topic and Commentary	Duration	Executive; Presenter(s)
08/10/12	i.e., Individual Team Goals	30 min	Julie, Ted, Myra
KEY DATES			
<ul style="list-style-type: none"> • • • 			

TEAM: [List all team members by first and last name + alphabetically here]

TEAM NORMS

This information could be added to the bottom of your agenda as a reminder to the facilitator and meeting members of the organizational or team norms you have established.