

Agenda Template

Team Real World
Operational Meeting
June 1, 2018
Agenda

1. Praise / Recognition

- a. Topic here - Only 1 line here for a praise/recognition of a certain team/person
- b. Topic here - Only 1 line here for a praise/recognition of a certain team/person
- c. Topic here - Only 1 line here for a praise/recognition of a certain team/person
- d. Topic here - Only 1 line here for a praise/recognition of a certain team/person

2. Reports

- a. Report name goes here
- b. Report name goes here
- c. Report name goes here
- d. Report name goes here

3. Items Assigned

- a. Topic name - write max 1 line of assigned task here. No more than 1 line.....Name here
- b. Topic name - write max 1 line of assigned task here. No more than 1 line.....Name here
- c. Topic name - write max 1 line of assigned task here. No more than 1 line.....Name here
- d. Topic name - write max 1 line of assigned task here. No more than 1 line.....Name here
- e. Topic name - write max 1 line of assigned task here. No more than 1 line.....Name here
- f. Topic name - write max 1 line of assigned task here. No more than 1 line.....Name here
- g. Topic name - write max 1 line of assigned task here. No more than 1 line.....Name here

4. Top projects to discuss at this meeting

- a. Item 1 of top projects we are tracking to make sure they hit upcoming agendas
- b. Item 2 of top projects we are tracking to make sure they hit upcoming agendas
- c. Item 3 of top projects we are tracking to make sure they hit upcoming agendas
- d. Item 4 of top projects we are tracking to make sure they hit upcoming agendas
- e. Item 5 of top projects we are tracking to make sure they hit upcoming agendas
- f. Item 6 of top projects we are tracking to make sure they hit upcoming agendas
- g. Item 7 of top projects we are tracking to make sure they hit upcoming agendas

5. New Business / New proposals

- a. Item 1 of new business - write max 1 line of assigned task here. No more than 1 line
- b. Item 2 of new business - write max 1 line of assigned task here. No more than 1 line
- c. Item 3 of new business - write max 1 line of assigned task here. No more than 1 line
- d. Item 4 of new business - write max 1 line of assigned task here. No more than 1 line
- e. Item 5 of new business - write max 1 line of assigned task here. No more than 1 line

Agenda (sample)

STANFORD PETROLEUM, INC

Executive | Managers Meeting

June 1, 2018

Agenda

1. Reports / Announcements

- a. Sales report
- b. Invoicing | AR Report
- c. Grant status report

2. Items Assigned (tasks)

- a. Invoicing - make sure the 6/30 & 8/11 invoices were turned in.....Randy
- b. Onboarding
 - i. Send out written assignment to team to get started.....Don
 - ii. Request that accounting have ready the initial steps.....Don
 - iii. Update the "Onboarding New Employee" Process to the team.....Don
- c. Staff meeting - the team will continue meeting to define meeting.....Jean
- d. Funding- get with director to review timelines/requirements for preparation.....Randi
- e. Dep't meetings w/ Exec Director - Dianne is reviewing the google folders/files.....Don
- f. Volunteers - talking w/ hospital to define program.....Randi
- g. Manager meeting - send invites to managers mtg (last Wed of month).....Victoria

3. Top Projects

- a. Global Sales campaign
- b. Invoicing cycles
- c. Don's assistant hire
- d. On-Boarding process

4. New Business

- a. Truck fleet paperwork process
- b. New HR processes (draft)