EXECUTIVE TEAM MEETING AGENDA

Title: Executive Leadership Team Meeting   **Date:** August 3, 2012

*Facilitator: Exec Lead for Topic   **Note Taker:** [insert name]   **Timekeeper:** [insert name]

Location: [insert location]   **Start Time:** 9:00 AM   **End Time:** 1:00 PM

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

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: Friday, August 10, 2012

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			
• August 20, 2012 – All Staff Meeting, 9:30 AM PST • October 12, 2012 – Board Meeting, 8 AM PST, Seattle Office •			

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.