

# ALL-STAFF MEETING AGENDA

Date: \_\_\_\_\_

Time: 1:00 - 2:30 PM

Format: Virtual

Facilitator: \_\_\_\_\_

#	AGENDA ITEM	TIME	OWNER
1	Welcome & Ecosystem Topic  Topic:	5 min	Facilitator
2	Major Internal Topic / Update  Topic:  Presenter:	10-15 min	Facilitator + Exec
3	Internal TED Talk / Org Highlights  Topic:  Presenter(s):	10-15 min	Facilitator + Presenter
4	Client Story  Client:  Presenter:	5 min	Programs / Lending
5	Announcements  Dept:	5 min	All Departments
6	Shoutouts  Dept:	5 min	All Departments
7	Closing Remarks	5 min	Facilitator

Total Meeting Time: ~45-50 minutes

# FACILITATOR PREP CHECKLIST

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## 2+ Weeks Before the Meeting

- ☐ Choose your Ecosystem Topic
- ☐ Contact Exec Team to determine Major Internal Topic
- ☐ Select and confirm TED Talk / Org Highlight presenter(s)
- ☐ Request Client Story from Programs or Lending team

## 1 Week Before the Meeting

- ☐ Send reminder to all departments for Announcements & Shoutouts
- ☐ Compile all submissions
- ☐ Confirm all presenters and content
- ☐ Share finalized agenda with Lovesha Graham

## Day of Meeting

- ☐ Open and welcome attendees
- ☐ Introduce each segment and presenter
- ☐ Keep time and transitions smooth
- ☐ Close with any final notes

## NOTES

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