

# ALL-STAFF MEETING AGENDA

Date:

Time: 1:00 - 2:30 PM

Format: Virtual

Facilitator:

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

## Day of Meeting

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

## NOTES