

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

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