



ALL-STAFF MEETING AGENDA

Date: _____

Time: 1:00 PM - 2:30 PM

Facilitator: _____

Location: _____

#	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

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