

Torch

Sample Meeting Agenda

A. Headlines / Current Events

- Check-in
- Personal or professional “best” since we last met
- What’s new

B. Debrief on last meeting's action items

- What went well
- What could have gone better

C. Development Discussion / Planning

- Review status of development goals and action plans
- Discuss additional needs
- Identify development opportunities
- Update action plan, as needed

D. Next Actions

- Confirm next meeting date, time, and agenda
- Confirm commitments for the next meeting

E. Feedback

- What did I observe or learn about myself?
- What did I observe or learn about you?
- What did we do well?
- What could we do differently in the future to improve our effectiveness?
- What positive and constructive feedback do you have for me?