**WEEKLY MEETING AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|   |   | 10:30 AM | 11:45 AM |
| MEETING TITLE / PROJECT NAME | FACILITATOR |
|   |   |
|  |  |  |  |  |
| 1. ACHIEVEMENTS OF THE WEEK |
| Success stories of team members |
|  |  |  |  |  |
| 2. GOAL PROGRESS REVIEW |
| GOAL DESCRIPTION | **GOAL MARK** | **YTD CURRENT YEAR** | **YTD PREVIOUS YEAR** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| 3. REVIEW OF PREVIOUS MEETING ACTION ITEMS |
| ACTION DESCRIPTION | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|  |  |  |  |  |
| 4. NEW AGENDA ITEMS |
| ACTION DESCRIPTION | **TO BE PRESENTED BY** | **PROJECTED OUTCOME** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|  |  |  |  |  |
| 5. REVIEW |
| Review of New Agenda Items; Review of meeting: what worked and what can be improved? |
|  |  |  |  |  |
| 6. NEXT MEETING |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|   |   |   |   |

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