

Company name(s):

Meeting location/link:

Date:

Time/time zone:

Meeting Title:

ATTENDEES (include email/phone)

Organizer:

Attendees:

Meeting facilitator:

Notetaker:

Notes from last meeting:

Please come prepared with:

EXECUTIVE MEETING AGENDA TEMPLATE

MEETING AGENDA

Time	Agenda Item	Owner/Presenter	Deliverables	Next Steps
	Budget review			
	Hiring/recruiting			
	Company performance			
	Department performance			
	Company culture + morale			

Action Items:

Notes/summary: