Team Meeting
Agenda

OCTOBER
2023

LOCATION	Davis Conference Center, 2-nd floor
DATE / TIME	October 25, 2023 10-11 AM
ATTENDEES	Elis Anderson, Abraham Pearce, Kobi Barnes, Dennis Barnes, Olly Moore, Owen Austin

01. Welcome and Introductions

- Welcome and Introductions
- Review of Meeting Objectives
- Approval of Previous Meeting Minutes

02. Project Updates

- Status report on ongoing projects.
- Identification of any challenges or roadblocks.
- Discussion on potential solutions and resource allocation.

03. Team Collaboration

- Feedback on recent collaborative efforts.
- Recognition of outstanding contributions.
- Brainstorming session for improving team dynamics.

04. Upcoming Events and Deadlines

- Overview of upcoming deadlines.
- Planning for future events or initiatives.
- Assignment of responsibilities for upcoming tasks.

05. Budget and Resource Allocation

- Review of budget status and expenditures.
- Discussion on resource needs for upcoming projects.
- Decision on budget adjustments if necessary.

06. Employee Well-being and Feedback

- Check-in on the well-being of team members.
- Open forum for feedback and suggestions.
- Discussion on any concerns or issues raised by the team.

MEETING RESULTS

- Clear identification and assignment of action items.
- Establishment of a follow-up meeting schedule if needed
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