WEEKLY MEETING AGENDA

DAY AND DATE	LOCATION	START TIME	END TIME

MEETING TITLE / PROJECT NAME	FACILITATOR

ACHIEVEMENTS OF THE WEEK

Success stories of team members

GOAL PROGRESS REVIEW

GOAL DESCRIPTION	GOAL MARK	CURRENT YEAR	PREVIOUS YEAR

REVIEW OF PREVIOUS MEETING ACTION ITEMS

ACTION DESCRIPTION	TO BE TAKEN BY	TO BE ACTIONED BY

NEW AGENDA ITEMS

ACTION DESCRIPTION	TO BE PRESENTED BY	PROJECTED OUTCOME

REVIEW

Review of new agenda items, review of meeting (what worked and what can be improved)

NEXT MEETING

DAY AND DATE	LOCATION	START TIME	END TIME

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