**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Leadership+Team+Meeting+Agenda-word-12241&lpa=Leadership+Team+Meeting+Agenda+word+12241)Leadership Team Meeting Agenda   
Template Example**

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
| MM/DD/YY | 11:00 AM | Main Conference Room |
| Attendees |  |  |
| Jason Desjardins | |  |
| Jonathon Wong | |  |
| Jose Price | |  |
| Kiran Gupta | |  |
|  | |  |
| Meeting Title |  |  |
| Movie Watcher Data Analyst Leadership Team | | |
|  |  |  |
| **Meeting Agenda** | | |
| Updates and Metrics | Notes | |
| • Everyone has 2 minutes to share individualized updates. • What are our current sales metrics? | |
| Issues | Notes | |
| • What are the main pain points happening currently for each team? • What are our breakdowns in the process timeline? | |
| Brainstorming | Notes | |
| • How can we make these issues better? • What are new pathways that would smooth out any bottlenecks? | |
| Action Item Assignments | Notes | |
| • Who will be in charge of these new action items? • What are the individualized steps that each person needs to complete? | |
| Future Vision Discussion | Notes | |
| • Does anyone have ideas on long-term growth opportunities? • What steps need to be taken to achieve those goals? | |

**Leadership Team Meeting Agenda Template**

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
|  |  |  |
| Attendees |  |  |
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| Meeting Title |  |  |
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|  |  |  |
| **Meeting Agenda** | | |
| Updates and Metrics | Notes | |
|  | |
| Issues | Notes | |
|  | |
| Brainstorming | Notes | |
|  | |
| Action Item Assignments | Notes | |
|  | |
| Future Vision Discussion | Notes | |
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