**Leadership Team Meeting Agenda
Template Example**

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| --- | --- | --- |
| 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? |

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| Issues | Notes |
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| Action Item Assignments | Notes |
|  |
| Future Vision Discussion | Notes |
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