****

## Agenda - Monthly Management Meeting

(DATE & TIME)

**Facilitator:**

**Minute-Taker:**

**Participants:** Executive Team, Management Team

**Tentative Agenda Topics:**

*Agenda topics should be restricted to training and topics that relate to driving the Company’s goals and rocks forward.*

* Intro (30 mins)
  + Quarter
    - Sales Strategy Updates
  + Financial Update
    - Company overall update
    - Financial Departmental updates
* OPSP (30 mins)
  + [Quarter Planning - Rocks / Actions](https://docs.google.com/document/d/1Mj1u4YQcoW6avHRVGM5O2hBriRXTi0yhpussWgdTpXI/edit)
  + Quarter Rocks
    - Main Project Plans
    - Specific Owners Updates of Rocks
      * Setting Dept. Initiatives
  + Company Actions

**Homework/Next Steps**

*Minute-Taker*: Review any homework or next steps with the group. Make sure that every piece of Homework has a Who (responsible party), What (name of task), and When (completion date).

**Cascading Message [send to company]**

Group determines what information, if any, needs to be cascaded to each department.

**One Word Close**

Leave with a word that describes how you’re feeling.