| **STRATEGY MEETING AGENDA FOR**  **[ORGANIZATION NAME]** |
| --- |

|  |  |
| --- | --- |
| Location: | [LOCATION NAME or WEB MEETING URL or PHONE CALL-IN NUMBER] |
| Date & Time: | [MEETING DATE AND TIME] |
| Meeting Lead: | [SPEAKER'S NAME] |

# ITEMS TO BE DISCUSSED:

## [OPENING]

### [INTRODUCTION]

### [MEETING PURPOSE]

## [ROLL CALL]

### [RECORD PRESENT ATTENDEES]

### [RECORD ABSENTEES]

## [AGENDA APPROVAL]

### [REVIEW AGENDA]

### [REQUESTS FOR ADDITIONS]

### [VOTE TO APPROVE AGENDA]

## [DISTRIBUTE PREVIOUS MEETING MINUTES]

### [VOTE TO APPROVE MINUTES]

## [OLD BUSINESS]

### [DISCUSS ITEMS FROM PREVIOUS STRATEGY MEETING]

## [NEW BUSINESS]

### [DISCUSS NEW STRATEGY ITEMS APPROVED ON AGENDA]

### [DISTRIBUTE RELEVANT DOCUMENTS]

### [VOTE ON DECISIONS]

## [ROUND-ROBIN/OPEN DISCUSSION]

### [ADDRESS QUESTIONS AND CONCERNS]

## [ADJOURNMENT]

### [MEETING LEADER APPROVES MEETING MINUTES]

### [MEETING LEADER ENDS MEETING]