Business Operations Manager Agenda Template

**Meeting Date: Owner:**

**Program(s) Name(s):**

**Attendance:**

**Objective(s) of the meeting:** to decide if we should implement program X to decrease costs in logistics and supply chain for event XXX.

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| **Item** | **Minutes** | **Topic** | **Decisions and action items** |
| **1** | 5 | **Review Agenda** |  |
| **2** |  | **Updates:**  1.  2.  3. |  |
| **3** |  | **Lessons learned / Data:**  1.  2.  3. |  |
| **4** |  | **Issues:**  1.  2.  3. |  |
| **5** |  | **Next steps** |  |
| **6** |  | **Other Misc. Business or Issues** |  |