**Monthly Meeting Agenda**

Marketing department

Monday November 14, 2019

2:00-3:00pm

1. Introduction
2. Team updates / Company updates / Broader events affecting the team
3. Presentation on [topic] by [name]
4. Follow-up discussion on previous meeting action items, by [name]
5. Break
6. Update on XXX
7. Goals update

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| --- | --- | --- | --- | --- |
| **Id** | **Goal Description** | **Status** | **Owner** | **Update for week / month** |
| **1** |   | Green |   |   |
| **2** |   | Yellow |   |   |
| **3** |   | **Red** |   | Plan to get back to green is: |
| **4** |   | Green |   |   |
| **5** |   | Green |   |   |
| **6** |   | Green |   |   |
| **7** |   | Green |   |   |
| **8** |   | **Red** |   | Plan to get back to green is: |

1. Summary of action items from this meeting
2. Next meeting date