**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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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