

## Quarterly Planning Meeting

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Once your team goals are determined, plan more strategically around projects, tasks and responsibilities for your team using this meeting agenda.

**Retro on last quarter**

Summary:

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Next Steps:

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**Laundry list brainstorm: With unlimited time and budget, what would you do to move the needle next quarter?**

Summary:

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Next Steps:

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**What of the above will have a direct impact on our goals? How?**

Summary:

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Next Steps:

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**What is happening throughout the quarter (events, absences, org. changes) that we need to factor into our planning?**

Summary:

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Next Steps:

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**What obstacles could arise in the next quarter that would prevent us from achieving our goals?**

Summary:

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Next Steps:

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