Weekly team meeting

*[meeting title]*

### Date:

*[the calendar date on which the meeting takes place]*

1st of July, 2025

### Time:

*[start time of the meeting]*

10.30 AM

### Meeting duration:

*[indicates the scheduled length of the meeting]*

60 minutes

### Attendees:

*[a list of individuals present at the meeting]*

Michael Jones, Annette Wilson, Mark O’Neil, Misha Bilson, Kenneth Brown

## Agenda

### Company updates *(15 mins):*

*[general announcements or shifts from leadership or organization-wide news]*

*Who’s presenting: Michael Jones*

-Company surpassed Q2 revenue targets by 12%.

-New internal communication platform (Slack) rollout scheduled for July 15.

### Department highlights *(20 mins):*

*[quick reports or wins from each department]*

*Who’s presenting: Michael Jones*

-Marketing (Annette): Q3 campaign kicked off with early engagement exceeding expectations.

-Sales (Mark): Closed three new accounts this week—highest weekly total this quarter.

-Product (Michael): Final testing complete on CRM feature update; launch set for next Wednesday.

### Employee recognition *(10 mins):*

*[shoutouts and appreciation for individuals or teams]*

*Who’s presenting: Mark O'Neil*

-Misha Bilson recognized for handling last-minute client reporting requests with speed and accuracy.

-Kenneth Brown praised by the client team for proactive project coordination.

### Upcoming initiatives *(10 mins):*

*[new efforts, launches, or goals coming up]*

*Who’s presenting: Misha Bilson*

-Cross-functional planning session for 2025 strategy happening next Friday.

-A/B testing begins for updated outreach emails next Monday.

### Q&A session *(5 mins):*

*[open floor for questions or clarifications]*

*Who’s presenting: Annette Wilson*

-Mark asked about timing for receiving updated lead lists from Data.

-Misha requested clarity on expectations for next month’s reporting format.

### Additional notes *(5 mins):*

*[any extra points or reminders]*

*Who’s presenting: Misha Bilson*

-Team happy hour planned for July 12.