

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]

Made by [MinutesLink](#) – download your meeting agenda template via this link

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.

Made by [MinutesLink](#) – download your meeting agenda template via this link