

# SWOT Analysis Template

## [Team Name] – SWOT Meeting

January 1, 2025

10:00am – 11:00am

### Meeting Purpose:

Thoroughly review and discuss a topic and determine next steps.

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |
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| 10:00 – 10:10 | <b>Prepare and discuss the main focus of the SWOT Analysis</b><br><br>- Add the topic in the notes here.                                                                                                                                                                                                                                                                                                                                       | Team Lead   |
| 10:10– 10:30  | <b>Independently brainstorm several ideas for each of the following areas:</b><br><br><ol style="list-style-type: none"><li>1. <b>Strengths:</b> what works well about the topic?</li><li>2. <b>Weaknesses:</b> what doesn't work well or needs to be addressed?</li><li>3. <b>Opportunities:</b> what areas of growth or improvement exist?</li><li>4. <b>Threats:</b> what possible disruptions to the success of the topic exist?</li></ol> | All Members |
| 10:30 – 10:50 | <b>Come together and discuss each quadrant of the SWOT chart and determine the most relevant ideas from participants.</b>                                                                                                                                                                                                                                                                                                                      | All Members |
| 10:50 – 11:00 | <b>Evaluate actionable next steps based on this analysis</b>                                                                                                                                                                                                                                                                                                                                                                                   | Team Lead   |