

Team Meeting

Agenda & Notes

Meeting owner (Link to another Google Sheet)

1/6/2025

Owner for the week: Jenny

Agenda Item	Owner	Time	Description	Notes
Icebreaker	Jenny	5 min	Favorite movie from your childhood	
Metrics Review	Lisa	7 min	Review company/team metrics	We are 3% under for the month but ended 4% over for the year.
Marketing changes	Sara	5	New templates (Link)	CSMs will now be responsible for confirming this has been shared with the client
2024 project review	Bob	20	Bob to review his top three projects with the team	
Client x,y,x	Mike	10	Clients "x" has significantly fallen behind on their launch schedule due to "X." Thoughts on how I can get them back on track?	
Shout-Out				