

## All-Staff Meeting Agenda

*Instructions: **Make a copy of this document (File→Make a copy)** and label it with your company's name. Update the sharing settings, so anyone with the link can edit or view it to share with colleagues.*

### Meeting Details

Date:

Leader for this Meeting (ideally not the CEO):

Attendees:

Meeting Location (Zoom Link):

### Opening Remarks

- “Thanks for joining us today! We are going to review the company priorities and hear updates from each department.”

### Agenda

- The leader for this meeting shares a reminder about the company's top 3 priorities
  - Company priority 1 is
  - Company priority 2 is
  - Company priority 3 is
- Let's hear updates from each department about these 3 priorities, and we'll go around in this order
  - *[List out the order of department updates, so folks can know when they will be speaking]*
- Each department answers the following questions
- For company priority 1
  - What has our department done or what are we going to do to move us towards our company goals?  
■
  - How did we add value to our customers last week?  
■
  - How are we adding value for our customers this week?  
■
- For company priority 2
  - What has our department done or what are we going to do to move us towards our company goals?  
■
  - How did we add value to our customers last week?  
■
  - How are we adding value for our customers this week?  
■
- For company priority 3
  - What has our department done or what are we going to do to move us towards our company goals?

- - How did we add value to our customers last week?
- - How are we adding value for our customers this week?
- - After each department shares its updates, open it up for any additional questions, comments, or topics to discuss with the team
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  - Recap the key takeaways and action items from the discussion
    - TODO:
    - TODO:
    - TODO:
  - Confirm the schedule for the next All-Staff Meeting
    -

*If you have questions about leveraging this template for all-staff meetings, please contact Mike Malloy <[mike@malloyindustries.com](mailto:mike@malloyindustries.com)> to learn more about [Malloy Industries](#). You can also reference the full set of [Template Meeting Agendas](#).*