

## All-hands Meeting

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An effective all-hands meeting can build trust and foster a sense of community with employees – if it has a powerful agenda! Try adding these six items.

☐ **Broader vision**

Summary:

Next Steps:

☐ **State-of-the-nation metrics**

Summary:

Next Steps:

☐ **Customer and employee updates**

Summary:

Next Steps:

☐ **Reminders**

Summary:

Next Steps:

☐ **Cameo**

Summary:

Next Steps:

☐ **AMA (Ask Me Anything)**

Summary:

Next Steps:

**Want meeting notes like this with no extra work?**

With Hypercontext by Spinach, every meeting has a shared