

## Quarterly Planning Meeting

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Once your team goals are determined, plan more strategically around projects, tasks and responsibilities for your team using this meeting agenda.

☐ Retro on last quarter

Summary:

Next Steps:

☐ Laundry list brainstorm: With unlimited time and budget, what would you do to move the needle next quarter?

Summary:

Next Steps:

☐ What of the above will have a direct impact on our goals? How?

Summary:

Next Steps:

☐ What is happening throughout the quarter (events, absences, org. changes) that we need to factor into our planning?

Summary:

Next Steps:

☐ What obstacles could arise in the next quarter that would prevent us from achieving our goals?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared