

Sample Agenda

Name of team:

Date and time of meeting:

Place of meeting:

Department or team:

Facilitator:

Recorder:

Goal:

Objective:

i. Introductions	Director of Operations (Mark Smith)	5 minutes
ii. Review of November meeting	Chair of Task Force Committee (Sheila Mowry)	5 minutes
iii. The Year Ahead : Introducing new products into the market	President of Product Development : Loretta Bridges	20 minutes
iv. Market Selection for the coming year	Mark Smith	Discussion and Voting 25 minutes
v. Summary and Closing Remarks		