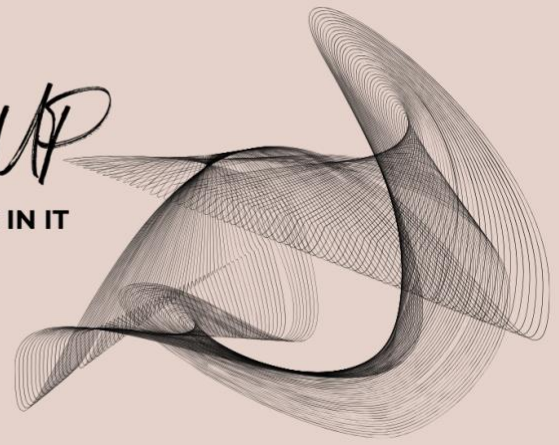




THE C-SUITE GROUP

WORK ON THE BUSINESS WHILE WE WORK IN IT



Meeting Agenda Template

Meeting Title: _____

Date: _____

Time: _____

Location / Virtual Link: _____

Facilitator: _____

Attendees: _____

1. Meeting Objectives

- Clearly state the main purpose of the meeting.
- List any specific goals or outcomes expected.

2. Agenda Items

| Time | Topic | Presenter | Notes |
|------|---------------------------------|-----------|-------|
| | Welcome & Introductions | | |
| | Review of Previous Action Items | | |
| | Discussion Topic 1 | | |
| | Discussion Topic 2 | | |
| | New Business & Open Floor | | |
| | Action Items & Next Steps | | |

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3. Key Decisions & Takeaways

- Summary of critical decisions made.
- Main insights from discussions.

4. Action Items & Responsibilities

| Action Item | Owner | Deadline |
|-------------|-------|----------|
| | | |
| | | |

5. Next Meeting Details

- Proposed Date & Time: _____
- Proposed Agenda Topics: _____

Notes & Additional Comments: _____