

- 1. The Process Ref for these meetings will be:
 - a. The sole purpose of this role is to go scribe and to not let the group go to the next step until consensus on the current one.
- 2. The 5 W Mission Statement:
 - a. Who: Our Leadership Team
 - b. What: will work to implement the FIREd by 50 Culture Club
 - c. Where: at this location
 - d. When: starting in one month
 - e. Why: in order to help our employees be financially free and to feel supported on a daily basis.
- 3. The Main Obstacle to achieving this mission: is our internal and external "people partners" are not aligned and connected.
- 4. (How) We will overcome this obstacle by: holding FIREd by 50 meeting once per month until we are sufficiently aligned and can move them to quarterly meetings. Following are the people that need to be on this team:
 - a. HR
 - b. Ops
 - c. Benefits Provider
 - d. 401k/Retirement Advisor
 - e. Process Vendors Onboarding and Ops