Team Meeting Agenda | Day 2

This is a guide to help Team Leaders guide their teams through a meeting to help improve on past performance and set a solid plan for the next stage of the challenge.

Our Team Name & Number	
What have we done well?	What do we need to do better?

Today we want to achieve:

Task	Responsibility	Due	Complete
Elevator Pitch			
Planning Canvas			
Establishment Costs			









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Our Team Day Plan:

Times	Activity	People	Complete
	Mentoring Sessions	Whole Team	
	Morning Briefing Afternoon	Whole Team	
	Review	Whole Team	
	Brain Breaks	Whole Team	

Final Notes or Comments:





NATIONAL

PARTNER



