# **Leadership Meeting Agenda**

Date: [Add date]

Time: [Add time]

Location: [Add room no]

Welcome & Updates (5 minutes)

Schedule Announcements (5 minutes)

Wins (5 minutes)

Review the metrics (5 minutes)

Quarterly Priorities & Progress (5 minutes)

Roadblocks (5 minutes)

Addressing top issues (10 minutes)

Conclusions & Action items (10 minutes)