# **Remote Team Meeting Agenda**

Date: [Add date]

Time: [Add time]

Location: [Add zoom link]

Topic #1: Introduction

Welcoming a new team member

What went well this week?

Who deserves recognition?

Acknowledging the smashing results of the Sales team

Topic #2: Updates

Speaker #1 – Highlights from project (10 min)

Speaker #2 – Updates from event (10 min)

Speaker #3 – Insights from product roadmap (10 min)

Topic #3: Actions and Priorities

Roadmap review (5 min)

Next steps (5 min)

Actions (5 min)

Topic #4: Roadblocks and Challenges

Does anyone need help with their tasks? (10 min)

Topic #5: Open discussion (10 min)

On communication

On meeting frequency

On collaboration tools

On HR processes

On HR processes