



[Your Company Name]

Strategy Meeting Agenda Memo

Date: [Date of the Meeting]

Time: [Time of the Meeting]

Location: [Meeting Venue or Online Platform]

Attendees:

[Name of Attendee 1 - Position/Role]

[Name of Attendee 2 - Position/Role]

[Name of Attendee 3 - Position/Role]

Agenda:

1. Welcome and Introduction

- Brief overview of the purpose of the strategy meeting.
- Introduction of attendees.

2. Review of Previous Strategy

- Recap of the goals and objectives set in the previous strategy meeting.
- Discuss achievements, challenges, and any deviations from the original plan.

3. Environmental Scan

- Analysis of current market trends, industry changes, and competitive landscape.
- Identification of opportunities and threats.

4. Goal Setting and Prioritization

- Brainstorming session to establish new strategic goals.
- Prioritization of goals based on their importance and feasibility.

5. Strategy Development

- Discussion on strategies to achieve the set goals.
- Allocation of resources and responsibilities.

6. Performance Metrics and Measurement

- Agreement on key performance indicators (KPIs) to track progress.
- Determination of measurement methods and frequency of review.

7. Budget and Resource Allocation

- Allocation of financial resources and budgeting for strategic initiatives.
- Identification of any additional resources required.

8. Risk Assessment and Mitigation

- Identification and assessment of potential risks associated with the strategies.
- Development of mitigation plans to address risks.

9. Communication and Stakeholder Engagement

- Plan for communicating the strategy to stakeholders.
- Engagement strategy for involving relevant parties in the execution of the strategy.

10. Next Steps and Action Items

- Recap of key decisions made during the meeting.
- Assignment of action items with responsible parties and deadlines.

11. Closing

- Summary of the meeting discussions.
- Confirmation of the date and time for the next strategy meeting, if applicable.

Please come prepared with any relevant materials and data for discussion. Looking forward to a productive meeting!