

# Template for Strategic Meetings

Meeting Title:	
Date:	
Start Time:	
End Time:	
Attendees:	
Absentees:	

**1). Strategic goals**

---

---

---

**2). Evaluation of the current state**

---

---

---

**3). Future plans**

---

---

---

**4). Decisions made**

---

---

---

**5). Short-term and long-term goals**

---

---

---

Next meeting date:	
Person responsible for taking minutes:	

Signature of the manager: \_\_\_\_\_