

Squad Meeting Agenda Template

This template follows a suggested workflow that will help your squad meetings run effectively, increase alignment, and build consistency.

Squad Goal: Work collaboratively to align across business unit needs

Business Unit/Team Served:

Meeting Date:

Attendance:

- [Enablement team member]
- [Enablement team member]
- [Enablement team member]

Discussion Points

- Newsletter Updates
- Emails/Communication
- Stakeholder Updates

Current Projects/Initiatives/Action Items

Project	Project Owner	Audience	Due Date

Questions?

This agenda is a great way to transform your meetings. However, we know that questions don't stop here. Please use our team as a resource and send questions to: enablement@seismic.com for additional support.