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Good Example
Meeting Agenda
June 8th, 9th 2010

Participants:

B., S., L., C., D., D., H., Lauren, Urs

Location:

CPA office conference room above store

Goals:

- Develop cornerstones for a vision and mission statement
- Build and agree on a 12 months marketing calendar of events and activities
- Agree on goals for the company and each department
- Continue to build and grow the management team

Tuesday 8th June	Event	Expected Outcome	Leader
830-930 am	Welcome and check in	<ul style="list-style-type: none"> • Get people comfortable for a productive meeting • Reviews goals for this retreat • Assess progress since last meeting: identify successes and roadblocks especially around meetings, fierce conversations, job descriptions • Address any other open business 	Urs, B.
930-1230 am	Vision, Mission	<ul style="list-style-type: none"> • Develop the cornerstones for a mission and a vision statement 	Urs
1230-130	Lunch	<ul style="list-style-type: none"> • Eat healthy ☺ 	
130-5 pm	Marketing	<ul style="list-style-type: none"> • Develop and agree on a marketing calendar of events and activities for next 12 month • Learn some basic marketing concepts 	Urs
Wednesday 9th June			
830-1200 am	Goal setting	<ul style="list-style-type: none"> • Agree on goals for the whole company for 2010 • Develop goals for each individual department for 2010 	Lauren, B.
1200-1230	Closing	<ul style="list-style-type: none"> • Plus/delta • Commit to action steps • Agree on September retreat agenda 	Lauren, B.

