

VIRTUAL TEAM MEETING

Weekly Sync & Strategy Session

Date: _____ | Time Zone: _____

TIME	AGENDA ITEM	LEAD	DECISIONS & ACTION ITEMS
00:00 - 00:05	Tech Check & Icebreaker	Moderator	
00:05 - 00:15	Project Milestones	Project Manager	
00:15 - 00:35	Department Updates	Team Leads	
00:35 - 00:50	Open Floor / Q&A	All	

LINK / MEETING ID: