

# ANNUAL TEAM MEETING CALENDAR

Fiscal Year: 2024 Department: \_\_\_\_\_ Lead: \_\_\_\_\_

MONTH	PRIMARY MEETING	DATE/TIME	KEY OBJECTIVES & DELIVERABLES
January	<b>STRATEGY</b> Annual Kick-off	Jan 12   09:00	Yearly goals, budget allocation, team alignment.
February	<b>REVIEW</b> Q1 Progress	Feb 15   14:00	Project tracking, resource bottleneck analysis.
March	<b>OPERATIONAL</b> Quarterly Wrap	Mar 20   10:00	Q1 KPI review and Q2 planning.
April	<b>DEVELOPMENT</b> Skill Workshop	Apr 18   13:00	Internal training and professional development.
May	<b>REVIEW</b> Mid-Q2 Pulse	May 22   11:00	Performance metrics and client feedback.
June	<b>STRATEGY</b> Mid-Year Summit	Jun 15   09:00	H1 summary and H2 roadmap adjustments.

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July	<b>CULTURE</b> Team Building	Jul 10   Off-site	Team cohesion and morale assessment.
August	<b>OPERATIONAL</b> Q3 Planning	Aug 14   14:00	Priority setting for autumn cycle.
September	<b>REVIEW</b> Q3 Review	Sep 19   10:00	End of quarter reporting and outcome analysis.
October	<b>STRATEGY</b> Initial 2025 Vision	Oct 24   11:00	Preliminary forecasting and draft budgeting.
November	<b>REVIEW</b> Final Push	Nov 14   13:00	Closing outstanding projects and year-end targets.
December	<b>CULTURE</b> Year-End Gala	Dec 12   16:00	Recognition, awards, and holiday closure.

**Notes & Recurring Agenda Items:**

⌚ Monthly KPI dashboards due 48 hours prior to meeting.

⌚ All slide decks must be uploaded to shared drive by EOD Tuesday.

⌚ Rotating scribe: \_\_\_\_\_