

MONTHLY STAFF MEETING CALENDAR

2024 / 2025

MONTH	DATE & TIME	KEY AGENDA / FOCUS	FACILITATOR
January		Annual Strategy & Goals	
February		Product Roadmap Review	
March		Quarterly Performance Audit	
April		Professional Development	
May		Resource Allocation	
June		Mid-Year Review	
July		Team Building & Culture	
August		Process Optimization	
September		Q4 Planning Kickoff	
October		Budget Proposals	
November		Operational Excellence	
December		Year-End Wrap Up	

Note: All meetings are held in the Main Conference Room unless otherwise specified.