**Appendix E**

**Sample Core Planning Team Meeting Agenda**

The following sample meeting agenda provides a brief layout for your first meeting with the core planning team (CPT). As for all meetings, you must arrive fully prepared. Have your administrative assistant help with the logistics of setting up the meeting (to include connectivity) and ensuring full attendance. Be prepared to provide requirements for each team member so that he or she is fully engaged from the beginning of the planning process. Ensure that all distributed documents are constructed and written in a professional manner that reflects positively on your leadership abilities. You may want to include the organizational logo on each document you distribute or create a unique logo for strategic plan briefing slides and documents. Use this template for all future meetings.

**X-Ray Corporation CPT Meeting Agenda**

June 10, 2015 (1000-1100), Bldg. 51, Room 1215

Conference call tel.: 866-858-6765; code: 80889 (for remote members)

**Introductions**—Strategic Plan Leader

**Opening remarks**—Strategic Plan Champion (first meeting only)

**Team introductions**—include experience in strategic planning as team members introduce themselves and the functional area from which they originate (first meeting only)

**Administrative Items—**discuss at a minimum the following:

1. Meeting schedule—weekly (for example, every Thursday at 10 a.m.)

1. Team dynamics—some team concepts described in ”Let’s Get Started” and throughout this book
2. Core team orientation briefing
3. Key points of the CPT briefing. Obtain consensus on the strategic planning approach and the strategic planning model (SPM) and their roles and responsibilities in developing and executing the strategic plan. Conduct in “round-robin” manner to get verbal “buy-in” from each team member.
4. Any issues, including commitment issues, such as a team member scheduled to attend a three-week training module. Consider that the team member may have to be replaced.
5. Tasking—assign tasks so that members are prepared for next meeting. Remember to provide a “suspense” (due) date for all tasks and to hold members accountable to avoid “continues catch-up loop.”

**Follow-on meeting:** Feb. 22, 2015