**Strategic Planning Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |
| **Facilitator:** |  | **Note Taker:** |  |

**1. Attendance**

|  |  |  |
| --- | --- | --- |
| **Present** | **Absent** | **Guests** |
|  |  |  |
|  |  |  |
|  |  |  |

**2. Agenda Overview**

1. Welcome and Objectives
2. Review of Current Strategic Plan
3. Market/Industry Analysis
4. Key Goals and Priorities
5. Action Plans and Assignments
6. Budget & Resource Allocation
7. Timeline & Milestones
8. Next Steps and Follow-up

**3. Meeting Notes**

**3.1 Review of Current Strategic Plan**

* Summary of performance against existing goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Achievements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Challenges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.2 Market/Industry Analysis**

* Trends identified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Opportunities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Risks/Threats: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.3 Key Goals and Priorities**

* Short-term goals (next 6–12 months): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Long-term goals (1–5 years): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.4 Action Plans and Assignments**

| **Action Item** | **Assigned To** | **Deadline** | **Status** |
| --- | --- | --- | --- |
|  |  |  |  |

**3.5 Budget & Resources**

* Proposed budget allocation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Resource requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.6 Timeline & Milestones**

* Key milestones with target dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Decisions Made**

**5. Next Steps**

**6. Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by:** |  | **Approved by:** |  |