All Hands Meeting Template

# [Team Name] - Meeting Title

## January 1, 2024

## 10:00am – 11:00am

|  |  |
| --- | --- |
| Meeting Purpose:Come together as an organization, get aligned on future direction and discuss important questions concerning the org as a whole.  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| 10:00 – 10:10 | Welcome, introduction, and overview* Though all-hands meetings usually follow a consistent structure, give a short overview of the major points and goals of this meeting.
 | Meeting Lead |
| 10:10– 10:25 | Vision and Strategy for the coming weeks/months* This is an overview of where the organization is, and where it is headed. Of particular importance here is to outline any major shifts in direction or focus as well as discuss any relevant market forecasting for the next few weeks or months to keep everyone aligned. If the current direction of the organization is working well, then there is no need to spend too much time on this section or repeat the same content every all-hands meeting.
 | Meeting Lead |
| 10:25 – 10:45 | Questions from the Community* This portion of the all-hands meeting is often the most crucial and why it makes sense to bring the entire organization together at all. An open time for questions from anyone in the organization about anything concerning employees. While this is a great time to answer questions in a more free-form and conversational way, it is also a good idea to keep this portion of the meeting time-boxed. Depending on the number of questions raised and the usual length of an all-hands meeting, keeping this to 20-30 minutes at most will help address the most important questions while also keeping the meeting on track.
 | All Members |
| 10:45 – 10:55 | Awards and Recognition* With everyone at the organization present it can be a great time to recognize the efforts of specific people or teams to foster a supportive environment.
 | Meeting Lead + Award Recipients |
| 10:55 – 11:00 | Closing Remarks* Thank everyone for attending, add any notes about the next all-hands meeting, and let attendees know where they can find the minutes from this meeting!
 | Meeting Lead |