**Sample Strategic Planning Meeting Agenda**

1. **Welcome and Meeting Objectives**
2. **Review Data and Progress Reports**
3. **Review Key Issues and Opportunities**
4. **Identify Areas of Need**
5. **Define Options**

* Strategic
* Tactical

1. **Discuss and Gain Consensus on Major Goals and Objectives**
2. **Assign Tasks and Timelines for Implementation**
3. **Summarize**