



## **SUCCESS TEAM MEETING AGENDA - *Date***

*(5 minutes to organize)*

Meeting Facilitator:

Scribe:

Timekeeper:

*(5 - 10 minutes each)*

1. Member updates:
  - a. Activities since last meeting
  - b. Goals met
  - c. Future goal identification
  - d. What can the group provide
  
2. Does anyone have a special need to speak?

*(Remaining time, if any)*

3. Topic for discussion:

*Ideas may include: best networking sources, upcoming events, resume challenges, how to handle a phone screen, interview practice questions, dealing with financial matters, or whatever the group finds important.*