| **Meeting title:**  **Date:**  **Time:**  **Location/Platform:**  **Attendees:**  **Absentees:**  **Agenda items:**  1. Review of Current Strategy 2. Discussion of New Opportunities 3. Defining Objectives and Key Results (OKRs)  **Key discussion points:**  **Review of Current Strategy:** Summary of achievements, areas for improvement, and insights from past performance. **New Opportunities:** Summary of ideas or markets discussed, along with initial assessments. **Objectives and Key Results (OKRs):** Drafted goals for the upcoming quarter/year.  **Decisions Made:**  1. 2.  **Action Items:**  **Action Item 1:** Description, responsible person, and deadline. **Action Item 2:** Description, responsible person, and deadline.  **Key takeaways:**  **Next steps:**  **Next Meeting Date and Time:** |
| --- |