

# Executive Meeting Session Scheduler

Session Title

Date

Time

Duration (minutes)

Session Lead

Description

**Quarterly Strategy Review**  
Date: 2024-07-15 | Time: 11:00 | Duration: 90 mins  
Lead: Jane Doe  
Description: Discussion of quarterly goals and progress.

**Budget Planning Session**  
Date: 2024-08-03 | Time: 14:00 | Duration: 60 mins  
Lead: John Smith  
Description: Reviewing departmental budget needs for next quarter.