

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.