|  |  |
| --- | --- |
| **Meeting:** | Executive Leadership Meeting  |
| **Purpose:** | Provide visibility on key financials, projects, risk management activities, and Customer and Employee engagement initiatives. |
| **Date:** | 1 January 2020 |
| **Time:** | 08:00 – 16:00 |
| **Location:** | Boardroom, Head Office |
| **Required Attendees:** | CEO – Name SurnameCFO – Name SurnameCTO – Name SurnamePeople & Culture Director – Name SurnameKey Account Management Director – Name Surname | Heads of Divisions: Division A – Name SurnameDivision B – Name SurnameDivision C – Name SurnameWH&S Manager – Name Surname |
| **Optional:** | Business Improvement Manager |
| **CC:** | President, APAC Region  |

**Agenda:**

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Agenda Items** | **Responsible** |
| 08:00 – 08:15 | Agenda Review | All |
| 08:15 – 08:30 | Business Arising from Previous Minutes | All |
| 08:30 – 09:00 | CEO opening remarks and presentation  | CEO |
| 09:00 – 09:30  | Financial Reports and Budget Review | CFO |
| 09:30 – 10:00 | Workplace Health & Safety Update:* Q1 Report
* COVID Management Plan
 | WH&S Manager  |
| 10:00 – 10:15 | Break | All |
| 10:15 – 10:40 | People & Culture Update:* Engagement Survey and Action Plans
* Flexible Working Program Update
* Diversity, Equity and Inclusion Program
 | People & Culture Director |
| 10:45 – 12:15 | Divisional Updates:* Division A
* Division B
* Division C
 | Head of Division |
| 12:15 – 13:00 | Lunch | All |
| 13:00 – 13:45 | Strategic Plan Review and Continuous Improvement Program | CEO (Facilitator) |
| 13:45 – 14:30 | Customer Experience & Engagement Programs | Key Account Management Director |
| 14:30 – 14:45 | Break  | All |
| 14:45 – 15:30 | IT Update:* Technology Implementation Projects
* Virtual Meeting Tools
 | CTO |
| 15:30 – 16:00 | All Other Business | All |