**CLUB NAME**

**ANNUAL PLANNING MEETING AGENDA**

***Date***

***Time  
Venue details***

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| Time | Topic | Objective |
| 9.00-9.15 | Welcome | * Introductions * Overview of the day |
| 9.15-10.00 | Brainstorming Session 1 – Club History | * How did we get here? * What do we do well? Where can we improve? * What would we like to see? |
| 10.00-10.45 | Analysis | * Identify trends. * Identify competitors |
| 10.45-11.00 | **Coffee Break** |  |
| 11.00-11.45 | Brainstorm Session 2 – 3-year Vision | * Where are we going? |
| 11.45-12.45 | Brainstorm Session 3 – Strategic Priorities | * How are we going to get there? * What are our strategic priorities |
| 12.45-1.30 | **Lunch** |  |
| 1.30-2.00 | Brainstorm Session 4 – Risk Identification | * What will stop us from achieving our strategic priorities |
| 2.00-4.00 | Breakout Session – Setting KPI | * Department breakout * What does this area of the club need to do to reach the priorities? |
| 4.00-4.30 | KPI Explanation | * Each group to present KPI for strategic priority |
| 4.30-4.45 | Close | * Recap of the day * Next steps to establish written plan |