**Product Operations Meeting**

|  |  |
| --- | --- |
| **Date** |  |
| **Meeting lead** |  |
| **Attendees** |  |
| **Purpose** | Define the objective of the meeting. |
| **Agenda** | * List key discussion items |

**Action items from last meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Person responsible** | **Status** | **Due date** |
| List all action items from the last meeting. | Assignee | * **Complete** * **In progress** * **At risk** | MM/DD/YY |
|  |  |  |  |
|  |  |  |  |

**Top priorities**



**Process review**

**Wins**



**Setbacks**



**Ideas for improvement**



**Technology review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tool** | **Use case** | **What is working** | **What is not working** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Technology needs**



**Notes**

**Decisions**



**Challenges**



**Open questions**



**Action items**

|  |  |  |
| --- | --- | --- |
| **Description** | **Person responsible** | **Due date** |
|  |  |  |
|  |  |  |
|  |  |  |