**Product Operations Meeting**

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

1.
2.
3.

**Process review**

**Wins**

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**Setbacks**

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**Ideas for improvement**

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**Technology review**

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

**Technology needs**

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**Notes**

**Decisions**

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**Challenges**

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**Open questions**

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**Action items**

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