

Company Meeting Title

Presenter




Agenda





Review of Key Objectives & Critical Success Factors

- What makes company unique
 - What makes company successful
 - Shared vision
 - Review key undertakings of past year
- 




How Did We Do?

- Brief overview of performance against each objective





Organizational Overview

- Introduction and broad goals of each organization
 - Any changes
 - Organization chart might be effective here
- 



Top Issues Facing Company

- Address any high profile issues






Review of Prior Goals

- Financial
 - Competitive
 - Progress
- 




Progress Against Goals

- Summary of key financial results
 - Revenue
 - Profit
 - Key spending areas
 - Headcount
- 




Revenue and Profit

- Forecast vs actual
 - Gross margin
 - Important trends
 - Compare company to rest of market
 - Use multiple slides to break out meaningful detail
- 



Key Spending Areas

- R&D
 - Sales and marketing
 - General and administration
 - Areas of improvement
 - Areas needing attention/caution
- 



Headcount


 Goals

 Results





Goals for Next Period

- Strategic undertakings
 - Financial goals
 - Other key efforts
- 



Summary

- Summarize key successes/challenges
 - Reiterate key goals
 - Thanks
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