

**Meeting Agenda**

**Date:**

**Location:** **Agenda:**

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| **Topic #1:**  |
| **Current Status** | Where have you progressed with the above item?       |
| **Next Steps/Actions** | What tactics could you start to employ to help you move this topic forward? What will you continue doing? What will you stop doing?      |
| **Evaluation Date** | Does this topic require further discussion at a future meeting? If so, when do you agree to evaluate it again?      |

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| **Topic #2:**  |
| **Current Status** | Where have you progressed with the above item?       |
| **Next Steps/Actions** | What tactics could you start to employ to help you move this topic forward? What will you continue doing? What will you stop doing?      |
| **Evaluation Date** | Does this topic require further discussion at a future meeting? If so, when do you agree to evaluate it again?      |

**Additional Things to Consider: Financial Review**

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| **Profitability** |
| **Current Status** | Are you profitable? How are you determining this?      |
| **Next Steps/Actions** | What tactics could you start to employ to help you move this topic forward? What will you continue doing? What will you stop doing?      |
| **Evaluation Date** | Does this topic require further discussion at a future meeting? If so, when do you agree to evaluate it again?      |
| **Cash flow** |
| **Current Status** | How has your cash flow changed month to month? Is it positive? Have you noticed any trends?      |
| **Next Steps/Actions** | What tactics could you start to employ to help you move this topic forward? What will you continue doing? What will you stop doing?      |
| **Evaluation Date** | Does this topic require further discussion at a future meeting? If so, when do you agree to evaluate it again?      |

**Accounting Notes:**

**Additional Things to Consider: Futurpreneur Status Update**

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| **Due Date** | What date is our next Futurpreneur Status Update due?       |
| **Next Steps/Actions** | What steps do we need to take in the future to be able to submit the Status Update? Are we missing any information?      |

**Follow Up Items**

* Next meeting date/time:
* Who is responsible for sending out a meeting invite for the next meeting?
* Is there anything that either of you need to bring to the next meeting? List it here.

* Are there any next steps/action items not linked to an above topic that require follow up?