

Weekly Leadership Agenda - Filled Example

Completed example: Jordan Lee for Riverside Council | Prepared September 15, 2026

A completed leadership meeting agenda designed to produce decisions, named owners, and measurable follow-up rather than status reporting alone.

Meeting details

Field	Completed entry
Date / time	September 15, 2026 - 8:30 AM
Chair	Maya Chen
Attendees	Jordan Lee, Maya Chen, Sam Patel, Lena Brooks, Alex Morgan, Noah Green
Meeting objective	Resolve field capacity gap and approve advance-poll communications plan.

Agenda and decisions

Min	Topic	Decision / outcome	Owner / due
5	Opening scorecard	Door attempts 8% behind plan; fundraising 4% ahead.	Maya - ongoing
15	Field capacity	Add Saturday mega-canvass; recruit 20 one-time volunteers.	Sam - Sept. 18
10	Fundraising	Candidate protects Wed/Fri call-time blocks.	Jordan - immediate
10	Communications	Approve advance-poll message and production schedule.	Lena - Sept. 17
10	GOTV readiness	Run zone-lead tabletop exercise next Monday.	Noah - Sept. 21
5	Risks / close	Apartment access remains red; resident-captain plan activated.	Sam - Sept. 19

Action register

Action	Owner	Deadline	Status
Book school gym for mega-canvass launch	Sam Patel	Sept. 16	Confirmed
Prepare 20-person recruitment list	Alex Morgan	Sept. 16	In progress
Finalize advance-poll mail copy	Lena Brooks	Sept. 17	Draft ready
Distribute tabletop exercise package	Noah Green	Sept. 18	Not started

Training note: This is a fictional completed example. Campaigns should replace all entries with their own facts and verify jurisdiction-specific legal, finance, privacy, and election requirements with current official sources.