



2021 Leadership Team Meeting Dates

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Staff</u>	<u>Project</u>
Monday, January 11	1 - 2.30 p.m.	Zoom	Greg	
Monday, February 1	1 - 2.30 p.m.	Zoom	Adam	
Monday, March 1	1 - 2.30 p.m.	Zoom	Colleen	
Monday, April 12	1 - 2.30 p.m.	Zoom	Kaytie	
Monday, May 10	1 - 2.30 p.m.	Zoom	Jessica	
Monday, June 7	1 - 2.30 p.m.	TBD	Ashley	
Monday, July 19	1 - 2.30 p.m.	TBD	Brian	
Monday, August 16	1 - 2.30 p.m.	TBD		
Monday, September 13	1 - 2.30 p.m.	TBD		
Monday, October 11	1 - 2.30 p.m.	TBD	Chris B.	
Monday, November 8	1 - 2.30 p.m.	TBD	Shirl	
Monday, November 29	1 - 2.30 p.m.	TBD	Jenny	2021 DTE Energy Holiday Meals
Monday, December 6	1 - 2.30 p.m.	TBD	Taylor	

Team Member Instructions

- Choose a date you'd like to lead leadership team meeting (or Rhonda will pick for you)
- Before - one week before the leadership team meeting, complete agenda and email out reminder
- During - take minutes
- After - at the latest, one week after leadership team meeting, send out the completed minutes

File Paths

- Agenda template - finalizing (connect with Rhonda for template)
- Save agenda - "G:\Leadership Team\Leadership Team Agendas\2021"
- Save minutes - "G:\Leadership Team\Leadership Team Meeting Minutes\2021"