Buy-in meeting summary agenda (to be held with all attendees)

Opportunity Owner: [Insert]
Opportunity Name: [Insert Opportunity Name]

Budget Approved:
☐ Yes, budget approved
☐ Budget not approved
☐ Budget TBC

If Not a Yes List Impediments Here
If Yes Proceed as Follows:

Meeting Title:
Meeting Title: [Insert Opportunity Name]

Title Slide:
Title Slide: [Insert]
Insert Opportunity Name
Insert Date
Insert Time

Meeting Title Slide:
Meeting Title: [Insert]
Insert Date & Time