

Sample Dairy Management Team Agendas

Meeting 1

- **Introduction of team members.**
- **Review current status of dairy—financial, milk and crop production, reproduction, milk quality, feed, labor, etc.**
- **List strengths & weaknesses.**
- **List and prioritize issues/challenges to address weaknesses.**
- **Select top one to four issues/challenges and develop action plan(s).**
 - **What will be done?**
 - **How will it be done?**
 - **Who will do it?**
 - **When must it be accomplished?**
 - **What evaluation tool?**
- **Develop Budget for Grant**
- **Schedule next meeting.**

Meeting 2 & 3

- **Review current status of dairy—financial, milk and crop production, reproduction, milk quality, feed, labor, etc.**
- **Review action plan(s).**
 - **Identify successes or areas of improvements.**
 - **Determine if action plan is completed, needs changes and/or continue monitoring.**
- **Re-evaluate remaining challenges/new issues and develop additional action plan(s) as needed.**
- **Schedule next meeting.**