**EXECUTIVE WEEKLY TEAM MEETING**

**Review Metrics/KPIs**

Track progress on metrics, goals vs. actual. Where are we off from the plan? Why?

**Insights**

* What’s going on in the company?
* What’s going on with the customers?
* What’s going on in the market?

**Roundtable**

Keep everyone up to date, look for efficiencies, and help each other get unblocked.

Name

* Recent wins
* Current priorities
* Anything you are stuck on?

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**Deep dive**

Before the meeting, select a project or area of the business to do a deep dive into. Have someone give a presentation on that area.

**Messages to share with the team**

Is there anything to be communicated to the entire company?

**Next Steps**

@name Task by DUE-DATE