**Level 10 Meeting**

**THE WEEKLY AGENDA**

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| **Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Time:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Participants:**

* [Team Members]
* [Team Members]
* [Team Members]
* [Team Members]

**AGENDA**

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| **Segue** | **5 minutes** |
| * Share positive update or achievement from past meeting. | |
| * Address challenges, set goals for upcoming projects. | |

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| **Scorecard** | **5 minutes** |
| * Analyze progress on goals from the previous meeting. | |
| * Assign action items to address areas for improvement. | |

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| **Rock Review** | **5 minutes** |
| * Evaluate progress on the quarterly objective ("rock"). | |
| * Identify barriers and delegate tasks to overcome challenges. | |

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| **Customer/Employee Headlines** | **5 minutes** |
| * Share positive feedback and news. | |
| * Discuss negative feedback and devise strategies for improvement. | |

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| **To-Do List** | **5 minutes** |
| * Confirm completion of previous action items. | |
| * Assign new tasks and ensure ongoing tasks are progressing. | |
| * Confirm completion of previous action items. | |
| * Assign new tasks and ensure ongoing tasks are on track. | |

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| **IDS** | **60 minutes** |
| * Identify Issues: Team members present any challenges, roadblocks, or concerns currently affecting their progress. | |
| * Discuss: Engage in an open and constructive discussion to gain a better understanding of the issues and their potential impact. | |
| * Solve: Collaborate on finding solutions and action steps to address the identified issues. Assign responsible parties and set deadlines. | |

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| **Conclude** | **5 minutes** |
| * Recap to-do list | |
| * Cascading messages | |
| * Rating (1-10) | |