**Level 10 Meeting**

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| **Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Location:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Meeting Objective:**

To align the team on progress, address challenges, and set clear goals for the upcoming quarter.

**Attendees:**

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| **Team Member** | **Designation** |
| [Person Name] | [Title] |
| [Person Name] | [Title] |
| [Person Name] | [Title] |
| [Person Name] | [Title] |
| [Person Name] | [Title] |
| [Person Name] | [Title] |

**Meeting Agenda:**

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| **5 mins** | **1. Good News:**Each team member shares a positive update or achievement from the past week. |
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| **10 mins** | **2. KPIs (Key Performance Indicators):**Review key metrics and performance indicators against the targets.Identify any areas that need improvement or adjustments. |
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| **5 mins** | **3. Quarterly Goals:**Discuss the progress made toward the goals set for the current quarter.Evaluate whether any changes to the goals or strategies are needed based on the current circumstances. |
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| **5 mins** | **4. Future Agenda:**Collaboratively brainstorm and outline potential topics for the next few meetings to ensure alignment and preparedness. |
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| **15 mins** | **5. Review of Last Week's To-Do List:**Each team member discusses the tasks they committed to during the last meeting and reports on their completion status.Address any tasks that were not completed and determine whether they should be carried forward, adjusted, or dropped. |
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| **30 mins** | **6. IDS Issues (Identify, Discuss, Solve):**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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| **10 mins** | **7. Conclusion:**Summarize key takeaways from the meeting, including action items, decisions, and agreements reached.Reiterate the importance of clear communication, collaboration, and accountability.Confirm the date, time, and agenda for the next meeting. |