**Level 10 Meeting**

**Meeting Details:**

**Date:** [Date]

**Location:** [Location]

**Meeting Duration:** 90 minutes

**Meeting Objective:**

To discuss and align on key initiatives, address challenges, and make strategic decisions for [Project/Department/Company Name].

**Meeting Participants:**

[Participant 1], [Title]

[Participant 1], [Title]

[Participant 1], [Title]

[Participant 1], [Title]

[Participant 1], [Title]

[Participant 1], [Title]

[Participant 1], [Title]

[Participant 1], [Title]

[Meeting Facilitator]

**Agenda:**

**1. Check-In (5 minutes)**

Begin the meeting with a quick personal and professional check-in from each participant to foster a positive and open atmosphere.

**2. Review of Last Week's To-Dos (5 minutes)**

Briefly review action items and commitments from the previous meeting to ensure accountability.

**3. Scorecard and Metrics (10 minutes)**

Review key performance indicators (KPIs) and metrics relevant to our goals.

Identify any trends, progress, or setbacks, and discuss potential actions to address them.

**4. Customer/Client/Employee Feedback (15 minutes)**

Share any feedback received from customers, clients, or employees.

Discuss positive feedback and areas of improvement and decide on action steps.

**5. Identify Top Issues (10 minutes)**

Each participant shares the top three issues currently affecting their respective areas of responsibility.

Prioritize these issues based on their impact and urgency.

**6. Discussion of Issues (20 minutes)**

Address each prioritized issue one by one.

Utilize the IDS (Identify, Discuss, Solve) approach to thoroughly analyse each issue and identify potential solutions.

**7. Quarterly Rocks Update (10 minutes)**

Review progress on the quarterly goals (rocks) set in the last quarterly planning session.

Identify any obstacles and brainstorm solutions to keep the goals on track.

**8. Traction and To-Do List (10 minutes)**

Review the Traction section: Discuss any activities that have contributed to moving the company forward.

Update the To-Do List: Document tasks, responsibilities, and due dates for the coming week.

**9. Score Meeting (5 minutes)**

On a scale of 1 to 10, each participant rates the meeting's effectiveness.

Discuss any suggestions for improvement.

**10. Conclusion and Next Steps (5 minutes)**

Summarize the key decisions made, action items assigned, and next steps.

Confirm the date and time of the next Level 10 Meeting.

**Meeting Notes:**

[Additional notes and action items from the meeting can be recorded here].