**Level 10 Meeting**

**The Weekly Agenda**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Participants:**

* [Name], [Title]
* [Name], [Title]
* [Name], [Title]
* [Name], [Title]

**Discussion Points**

**Good news (5 minutes):**

Everyone please shares a piece of personal or business-related good news with the team!

* [Team Member]
* [Team Member]
* [Team Member]
* [Team Member]
* [Team Member]

**KPIs (5 minutes):**

Here’s the company’s KPIs, so they’re all top of mind for us. You can also link to any database in your workspace.

**Quarterly goals (5 minutes)**

Drilling down a little deeper to look at this quarter’s goals. You can also link to any database in your workspace.

**Customer & employee headlines (5 minutes):**

* Share positive customer feedback or success stories.
* Highlight employee achievements and recognition.
* Foster a positive atmosphere and team morale.

**Last week’s action items (5 minutes):**

Quickly review these.

* [Person name] to complete [audit of website pages by July 19, 2022]
* [Person name] work with [growth team to identify CRO opportunities by July 20, 2022]
* [Person name] to [spec performance upgrade on mobile by July 19, 2022]

**IDS: identify, discuss, and solve (60 minutes):**

Please add topics to this list:

* KPI setting for next quarter (added by [Person name])
* Performance upgrades and project specking (added by [Person name])
* Brand identity shift (added by [Person name])

**Conclusion (5 minutes):**

Quickly go through our final items

**Action items:**

Things to complete before next meeting:

[Person name] to complete audit of website pages by July 19, 2022

[Person name] will kick off planning process by August 5, 2022

[Person name] will complete PRD for performance upgrade by August 3, 2022

**Sharing info:**

Let’s wait to tell the team about the planning process until we know more.

**Rate the meeting!**

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