**Level 10 Meeting**

**THE WEEKLY AGENDA**

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

**Participants:**

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

**AGENDA**

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

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

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

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

|  |  |
| --- | --- |
| **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.
 |

|  |  |
| --- | --- |
| **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.
 |

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