**Level 10 Meeting**

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| **Details:**  |  | **Attendees:** |
| **Meeting Date:** [Insert Date] |  | **Meeting Call by:** [Name] |
| **Meeting Time:** [Insert Time] |  | **Notetaker:** [Name] |
| **Duration:** 90 minutes |  | **Participants:** [Name], [Name], [Name] |
|  |  | [Name], [Name], [Name], [Name]. |

1. **Start and End on Time (5 minutes)**

Start the meeting promptly.

Stay mindful of the agenda and time allocations.

End the meeting on time to respect everyone's schedules.

1. **Scorecard Review (10 minutes)**

Review the key performance indicators (KPIs) and metrics from the Scorecard.

Celebrate progress and achievements.

Identify any red flags or areas needing attention.

1. **Rock Review (10 minutes)**

Discuss the status of each "rock" (priority project).

Identify completed rocks and any potential challenges.

Ensure alignment on the direction and priority of each rock.

1. **Customer and Employee Headlines (5 minutes)**

Share positive customer feedback or success stories.

Highlight employee achievements and recognition.

Foster a positive atmosphere and team morale.

1. **To-Do List Review (5 minutes)**

Review the to-do list from the previous meeting.

Confirm completed tasks and address any outstanding items.

Keep track of tasks that may require further attention.

1. **IDS (Identify, Discuss, Solve) (45 minutes)**

Identify (15 minutes): List the top three to seven critical issues currently affecting the organization.

Discuss (15 minutes): Engage in open and constructive discussion about each issue, ensuring everyone's input is heard.

Solve (15 minutes): Collaboratively develop action plans to address each issue and assign responsible parties.

1. **Conclude and Set Priorities (5 minutes)**

Rate the meeting's effectiveness on a scale of 1 to 10.

Discuss what went well and what could be improved for the next meeting.

Clarify the top priorities for the upcoming week.

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| **Meeting Rating:** | [Insert Rating] |
| **Next Meeting Date:** | [Insert Date] |
| **Next Meeting Time:** | [Insert Time] |