**Level 10 Meeting**

**Meeting Information:**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Participants:**

* [Team member], [Title]
* [Team member], [Title]
* [Team member], [Title]
* [Team member], [Title]
* [Team member], [Title]
* [Team member], [Title]
* [Team member], [Title]
* [Team member], [Title]

**Agenda:**

|  |  |
| --- | --- |
| **Review Last Week's Scorecard (10 minutes)** | * Discuss progress on previous meeting's goals. * Identify areas for improvement and assign action items. |
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| **Customer and Employee Headlines (15 minutes)** | * Share positive news and feedback. * Address negative feedback or complaints and brainstorm solutions. |
|  |  |
| **Rock Review (20 minutes)** | * Evaluate progress on the quarterly objective ("rock"). * Identify obstacles and allocate tasks to overcome them. |
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| **Identify and Discuss Current Issues (25 minutes)** | * Address ongoing challenges and their root causes. * Generate potential solutions and delegate responsibilities. |
|  |  |
| **To-Do List Review (15 minutes)** | * Confirm completion of previous action items. * Assign new tasks and ensure ongoing tasks are on track. |
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| **Conclude Meeting (10 minutes)** | * Summarize action items and key takeaways. * Outline next steps and schedule the next Level 10 Meeting. |
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**Rating:** Please rate the meeting out of 10 and provide feedback on its effectiveness and usefulness.

**Prepared by:** [Name of Person]

**Approved by:** [Name of Person]