**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:**

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| **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.
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| **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.
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| **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]