Weekly Agenda

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| Date: | Today’s date | Time: | Start time |

# Agenda

**Segue from work** 5 minutes

**Review Scorecard** 5 minutes

**Headlines** 5 minutes

**Review Quarterly Rocks** 5 minutes

**Must do List** 5 minutes

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**Thrash Solutions** 60 minutes

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| * Items to discuss |

**Conclusion** 5 minutes

* Review new Must Do list
* Cascading Communication
* Rate the meeting /10