

**LEVEL 10 MEETING AGENDA**

Date:

Meeting manager:

Agenda manager:

Segue (good news review) 5 minutes

Scorecard (No discussion. If any are not hit, move them to IDS) 5 minutes

Rock review (No discussion. If any are not on track, move to IDS) 5 minutes

Customer/employee headlines 5 minutes

To-Do List (7-day goals from last meeting, all should be complete each week) 5 minutes

* Item 1 (complete or not complete – no discussion)
* Item 2 (complete or not complete – no discussion)

IDS (List in order of importance) (Any action items get added to To-Do list) 60 minutes

* Issue 1
* Issue 2

Conclude (Recap To-Do list, any organizational messages needed?) 5 minutes

