

POSSIBLE MEETING FORMATS (Inspired by the book *Death by Meeting* by Patrick Lencioni)

Here are four (4) different RECURRING meetings types to consider and spark ideas: The Daily Check In, the Weekly Tactical, The monthly Strategic and the Quarterly Off-Site Review.

The structure of these meetings is as follows:

1. **The Daily Check In:**

Purpose: To report on your activities of the day and to help avoid confusion About how priorities are translated into action on a regular basis.

Attendees: Up for discussion

Length: If eight people absolutely no more than eight (8) minutes
(one minute per person – no one is allowed to sit.

Frequency: **Daily** (That's right, *daily*)

Time: Every day at 9 AM SHARP in the conference Room.
You **MUST** be on time for this meeting. If you are late, you'll pay \$1.00 for each minute (money will be donated to charity or given away in a contest). If you are running late, **YOU WILL NOT BE ALLOWED TO CALL IN TO PARTICIPATE**. If you are a **NO SHOW** and were available, you will be expected to donate \$10.00 to the 'pot'.

Attendance: While not everyone may be able to attend EVERY day as long as no more than 2 people are missing on any given day, the meeting will begin promptly each and every day. If you know you will be out on any given day, you must send an e-mail to the coordinator, letting them know. If Key executive is off-site and wishes to attend, he/she can call in to designated persons speaker phone.

Time Allotted: Time for each of us is to be exactly 1 min. *Coordinator will time you with an egg timer so you must speak clearly and concisely.*

2. The Weekly Tactical

Purpose: Resolution of goals and issues and reinforcement for clarity.

Part 1. Lightning Round

A quick round table reporting session for everyone to tell what 2 or 3 IMPORTANT priorities they have for the week (be concise because you only get 1 minute).

Part 2. Progress Review

Reviewing progress of any issues either touched on in the Lightning Round or slight detail of open issues from last Week. You get 3 1/2 minutes.

Part 3. Real Time Agenda

At this point, designated leader will be allotted 2 minutes to come up with an Agenda for the meeting based on any open issues he's like to discuss or new priorities that came up during the Progress Review.

Part 4. Agenda

Address the agenda issues

Attendees: Up for discussion

Length: 45 minutes to EXACTLY 90 minutes (NO GOING OVER...EVER). Once your issues are covered, or the issues on the agenda don't apply to you, you may be excused from the remainder of the meeting at Leader's discretion.

Frequency: Every Tuesday, but absolutely no less than once every two weeks.

Time: to be determined..... in the conference Room.

Attendance: ABSOLUTELY MANDATORY.

Same rules apply as to in THE DAILY CHECK IN meetings.

3. The MONTHLY Strategic

Purpose: Analyze, debate, brainstorm, and decide upon critical issues (but only a few) that will affect business in a fundamental way. We can use this time to also go into detail about Issues that were not resolved during the Weekly Tactical.

THIS MEETING MUST HAVE AN AGENDA and it needs to be PUT OUT ONE (1) WEEK PRIOR TO THE MEETING to allow people to come prepared. AGENDA WILL BE COMPLETED AND CIRCULATED BY designated leader.

Attendees: Up for discussion

Frequency: Monthly or Ad hoc – the point here is to plan, at the very least, one meeting a month. If more than that is necessary, so be it – but we must have at least one.

Time: TBD: By the 5th of each month coordinator will need an overview of any days you not be available.

Attendees: ABSOLUTELY MANDATORY

ACTIONS REQUIRED:

Everyone:

Set your own reminder to provide designated person– no later than the 5th of each month of your availability. You are own your own no reminders (if you cause a Reschedule – you pay \$10).

Coordinator :

Collect monthly availability schedules. Set Monthly Strategic meeting date; Notify and work with designated person to prepare and circulate the agenda.

Designated leaders:

After the date of the Monthly Strategic meeting is set, prepare and circulate an agenda (at least 1 week prior to scheduled meeting) for each Monthly Strategic Meeting.

4. The QUARTERLY Off-Site Review

(Somewhere close, but far enough away from daily duties/interruptions)

Purpose: To step outside our normal day-to-day stuff and, away from the order of the Weekly/Monthly meetings, and allow us to review business in a long term manner – Ideas, things that went wrong, etc. Being in a personal setting allows us to be more Open about changes and ideas.

Attendees: to be discussed

- Part 1: Strategy Review – what directions should we go, suggestions for the big, Companywide change...
- Part 2: Team Review – what thing(s) could we change as a Team to better the rest of the Team
- Part 3: Personnel Review – brief overview of Top Performer as well as suggestions For the rest of the Team
- Part 4: Talk about whatever comes to mind.

***This meeting is not to be overly scheduled; no slide shows, no speeches...

ACTIONS REQUIRED:

Designated leaders :

Discuss scheduling and location(s) for the Quarterly Off-Site