

MEETING AGENDA

Monday, Aug 26, 2024
9:30 AM - 9:45 PM

Attendees:

Rockstar 1, Rockstar 2, Rockstar 3

Agenda 1

Quick Wins

Did someone finally clear out their email inbox? Did anyone cross off that task that keeps getting the back burner treatment? Celebrate it!

time

2 min

Agenda 2

Priorities Check-In

What's the one big thing everyone should focus on? Is there anything that can be parked for now? A lightning round of updates keeps everyone on the same page.

time

3 min

Agenda 3

Obstacle Course

This is your chance to remove roadblocks, brainstorm quick solutions, and boost team morale & efficiency.

time

4 min

Agenda 4

Feedback Loop

Open the floor for feedback and suggestions. What can we do better next time? Keep it constructive and focused.

time

4 min

Agenda 5

Closing Action Items

Wrap up with clear action items and next steps. Who's doing what, and by when?

time

3 min