



The Best Weekly Team Meeting Ever

WEEKLY SYNC

Your weekly team meetings are about to get a whole lot better. Use the agenda on this page as a guide for your upcoming weekly team meetings. We've provided some details on how to successfully crush each section of this agenda and some best practices on the next page. Good luck!

AGENDA (60-90 mins total)

CONNECT

(10 mins)

- One word to describe how you're feeling
- Biggest win from last week
- Core Values shout-out

CADENCE

(5-10 mins)

- Scoreboard Review
- Objective Review
- Actions


OPPORTUNITIES

(45-60 mins)

- Prioritize
- D.A.T.

COMMIT & CONCLUDE

(5 mins)

- Review new actions
 - Rate meeting (1-4)
- 



BEST PRACTICES & TIPS

Scheduling & Participation

- Same time, every week
- Start on time, end on time
- Mandatory for all
- Open and honest
- Every attendee is expected to participate and has equal value in the conversation.
- This is the Operator's* meeting. They are welcome to delegate the facilitation of the meeting and assign a scribe.
- The Operator is the tie-breaker in the case of a disagreement or unresolved issue.

Opportunities

- Opportunities are anything we get stuck on as a team that we need to discuss to move the business, a project, or a quarterly objective forward. Make a list that everyone can add their Opportunities to as they think of them.
- When you get to your Opportunities list, have the team select the top 3 based on urgency and importance. Then discuss.
- To talk through an Opportunity, use the D.A.T. method. D.A.T. stands for...
 - Define the problem
 - Align to your vision and values
 - Take Action

Connect & Cadence

- Keep your Connect and Cadence time short and sweet. We want as much time as possible to solve problems and talk through Opportunities.
- Scoreboard review is simply the top 7-10 key metrics (KPIs) for the team that we need to review on a weekly basis. There is one owner per metric and that person reports weekly if the # is "on track" or "off track" from the target.
- An objective review is a quick review of where we are with key projects for the quarter. Simply say "on- or off-track."

Commit & Conclude

- We rate the meeting on how WE did as a team. Did we start and end on time? Did we stay on track? Did we solve the most important Opportunities on our list?
- Rate the meeting on a 1-4 scale. This small, even-numbered helps us get a more accurate rating - no ambiguous middle ground. The purpose of the rating is to make the meeting better over time, not criticize.

*The Operator is usually your COO if this is a Senior Leadership Team meeting. In a departmental meeting think Director or SVP of that division.

THE VERY BEST, BEST PRACTICE

Use the S2 Sync App to facilitate your meetings and capture all of the lists, actions, and data for your team. Learn more at [S2sync.com](https://s2sync.com)