6 Weekly meeting agenda and issues list

90 minutes, same day, same time, every week.

BUSINESS _____ PREPARED BY _____ DATE _____

Min	Agenda item	Notes
5	Good news and one personal win	
5	Scorecard: any measure red?	
5	90-day priorities: on or off track?	
5	Customer and team headlines	
5	Review last week's actions	
35	Issues: identify, discuss, solve	
5	Recap actions and who owns each	

ISSUES LIST

#	Issue	Owner	Decision / action	Due
1				
2				
3				
4				
5				
6				