

# Meetings Matrix ... what conversation-flows are we not having proactively enough?

Meeting	<u>Necessary OODA Loop Frequency &amp; Sprint Cycle/ Timing</u>	Attendees/Chair (& 2 <sup>nd</sup> /3 <sup>rd</sup> Chairs)	Objectives/Outline Agenda	Inputs/Throughputs (Reporting)/Outputs
<b>Weekly Scrum Meeting</b>	<u>Weekly Sprint Mondays</u> 8:30am – 9:00am Conf. Room 1	<b>Management Team</b> (CEO, VPs & Managers) Chair: CEO, 2 <sup>nd</sup> : COO, 3 <sup>rd</sup> : CFO	<ol style="list-style-type: none"> <li>1. Priority Problems &amp; Opportunities</li> <li>2. Forward Planning Next Few Days/Weeks/Months</li> <li>3. Anticipated Problems &amp; Opportunities</li> </ol>	See Weekly Scrum Design Template Sales Prospects Funnel/Pipeline Updates on Yesterday's Action Items
<b>Sales Review?</b>				
<b>Master Production Schedule?</b>				
<b>Marketing Planning?</b>				
<b>Quarterly Strategic Review (Traction Plan Review)</b>	<u>Quarterly Sprint</u> 3 <sup>rd</sup> Friday, 8am – Noon, 3 <sup>rd</sup> Month of Quarter Board Room	<b>Management Team/Facilitator</b> (CEO, VPs & Managers and Facilitator) Chair: Strategic Planning VP, 2 <sup>nd</sup> : HR VP, 3 <sup>rd</sup> : Bus. Development VP	<ol style="list-style-type: none"> <li>1. Reviews by Champions of their Boxes/Pages</li> <li>2. Discussion &amp; Feedback</li> <li>3. Review of Top Page and Re-Coloring/Bolding</li> </ol>	Updated Traction Plan Pages Master Traction Plan File
<b>Product Strategy?</b>				
<b>Quality Management?</b>				
<b>Capacity Planning?</b>				
<b>Annual Strategic Review</b>	<u>Annual Sprint</u> 3 <sup>rd</sup> Friday, of September All-day, Offsite	<b>Management Team/Facilitator</b> (CEO, VPs & Managers and Facilitator) Chair: Strategic Planning VP, 2 <sup>nd</sup> : HR VP, 3 <sup>rd</sup> : Bus. Development VP	<ol style="list-style-type: none"> <li>1. Strategic Tri-Fold, Traction Plan &amp; Other Strategic Artifacts</li> <li>2. Annual Plan &amp; Departmental Planning</li> <li>3. Planning the Parallel Process/Communication</li> </ol>	Updated Traction Plan Updated Annual Plan Updated Departmental Plans