

Scrum Meetings Design Template

Your Logo Here

Meeting: Scrum Meeting
Frequency/Cycle/Timing: Weekly, Mondays, 11:00am-11:45 (latest) *Rain or Shine, Same Place, Same Time, Every Day!*
Location: President's Office (Standup)

Objectives: Daily check-in/review of "what's hot and what's not" as a team, for real-time crises management, prevention and foresight.
(Overall purpose/charter of this meeting)
Strategic Significance: This meeting lives between the rubber and the road of our day-to-day journey and is our Traction Control System.
(How this meeting fits in with the strategy/execution/traction architecture of the business and what's at stake)
ROI: Staying on top of detail-complexity and dynamic-complexity, preventing the avoidable-costs and opportunity-costs of Wheel\$pin.
(The investment this meeting represents and the ROI needed ; the price we pay if this meeting is ineffective; the payoff we get when this meeting is effective)

Inputs (Reports/Data Required for the Meeting and Responsible Person)
 1: Prospects Funnel Spreadsheet (Sales & Marketing VP); 2: Upsides & Downsides Analysis (CFO); 3: No agenda (standing agenda below).

Throughputs (Standing Agenda Items):

	Item (Responsible Person):	Scope:	Types of Decisions Required:	Time Allocation (Minutes)
1	Sales & Marketing (VP of Sales & Marketing)	<input type="checkbox"/> Prospects Funnel/Changes/Latest Update & Intelligence <input type="checkbox"/> Bids & Proposals/Pricing/Deadlines & Timelines/Resourcing <input type="checkbox"/> Other: Enquiries/Customer Visits/Tradeshows/Conferences <input type="checkbox"/> Review of any other Open-Items	<input type="checkbox"/> Bid/No-Bid & Pricing <input type="checkbox"/> Resourcing Adjustments/Support & Surge Needs <input type="checkbox"/> Customer Relationship Management	10
2	Projects (VP of Projects)	<input type="checkbox"/> Projects Status Summary/Latest Intelligence <input type="checkbox"/> Critical-Paths/Deadlines & Timelines/Resourcing <input type="checkbox"/> Other: Technical Problems/Customer Integration Challenges <input type="checkbox"/> Review of any other Open Items	<input type="checkbox"/> Schedule Adherence/Rescheduling <input type="checkbox"/> Resourcing Adjustments/Support & Surge Needs <input type="checkbox"/> Customer Relationship Management	10
3	Product Development (VP of Product Development)	<input type="checkbox"/> Product Development Status Summary/Latest Update <input type="checkbox"/> Critical-Paths/Deadlines & Timelines/Resourcing <input type="checkbox"/> Other: Technical Problems/Release & launch Planning <input type="checkbox"/> Review of any other Open Items	<input type="checkbox"/> Schedule Adherence/Rescheduling <input type="checkbox"/> Resourcing Adjustments/Support & Surge Needs <input type="checkbox"/> Product /Technology Management	10
4	Finance (CFO)	<input type="checkbox"/> Cash-Flow Summary/Latest Update & Intelligence <input type="checkbox"/> Balance Sheet Items (A/R, A/P, Inventory, Reserves) <input type="checkbox"/> P&L Items (Latest Forecast vs Budget, Expense Control) <input type="checkbox"/> Upsides & Downsides Analysis & Review of Open Items	<input type="checkbox"/> A/R & A/P Strategies/Actions <input type="checkbox"/> Re-forecasting/budgeting <input type="checkbox"/> Budget Assurance/Upsides & Downsides	10
5	Any Other Business (including breaking the deafening silence on any issues) (Chair)	<input type="checkbox"/> Round-Robin, finishing with Site GM & President <input type="checkbox"/> Annual Calendar, Forward Planning & Countdown Items <input type="checkbox"/> Review of any other Open Items <input type="checkbox"/> Plus/Delta of Meeting/Operating Norms/Leaders & Laggards	<input type="checkbox"/> Calendar Challenges/Level-Loading/Rescheduling <input type="checkbox"/> Strategy/Execution/Traction enablers/disablers <input type="checkbox"/> Issues: Team; Organizational; Stakeholder	5

Outputs (Key Decisions/Reports as Inputs to Other Meetings and Responsible Person)
 1: Offline Meetings During the Course of the Day (for reporting back in tomorrow morning's meeting); 2: No minutes (action items are captured on flipchart/posted on walls)

Chair:
 ▪ President
2nd Chair:
 • Site GM
3rd Chair:
 • CFO
Other Attendees:
 • Management Team
 (All VPs, Directors & Managers).
No exceptions – if you are on site, you are in this meeting. Period. If you are offsite, make every attempt to dial in.
 • Support Staff as appropriate/needed

Operating Norms:
 • Daily OODA Loop/Sense of Urgency/Closed Loop:
 ➢ Communication
 ➢ Collaboration
 ➢ Coordination
 • Situational Awareness
 ➢ Fact-Based
 ➢ Intuition-Based
 ➢ Real-time
 • Fast/Good Thinking, Questions, Decisions & Actions
 • Silence = Agreement
 ➢ Speaking Up/Taking Risk
 ➢ Avoiding Wrong Hazelwoods/Eastern Airlines/White-Water
 • Traction Control/Wheel\$pin Avoidance