



MEETING AGENDA

Connect	5 minutes
Highlight of the week	5 minutes
High level project review <ul style="list-style-type: none">Simply stating the name and status on all current projects	5 minutes
To-Do List Review <ul style="list-style-type: none">Action items from last week to hold each other accountable to tasks we set out to accomplish in the week	5 minutes
Deep Dive <ul style="list-style-type: none">Work collectively to address top 1-3 issues being experienced currently by identifying, discussing and solving. The solution will result in a plan of action with tasks to be added to the weekly to-do list.	35 minutes
Conclusion <ul style="list-style-type: none">End the meeting with a review of what was discussed and an update of the current to-do list	5 minutes