

MANAGEMENT MEETING AGENDA

Date: _____

Intention of the meeting: _____

LAST WEEK COMPLETIONS:

1. Acknowledge the items that were accomplishment since the previous meeting.
2. Acknowledge any breakdowns that have occurred.
 - a. Look to see if the breakdown occurred do to a breakdown of an existing system, or if there is a system that is missing and needs to be put in place?
 - b. Take this opportunity to put the proper System/Structure/Process into place.
3. Any requests for support from team members to ensure that the team will reach their set objectives/targets?
4. Any additional comments?

NEXT WEEK:

1. Review calendar for appointments the team needs to be aware of to ensure the entire team stays on the same page.
2. Review each area of the business for activities/objectives that need to be accomplished by the next meeting.

Example: Production – review each client's job with team to ensure timely completion of the job.

3. Make sure each team member is clear on their objectives for the coming week and has what they need to successfully accomplish those objectives.