

Weekly Team Meeting

30 minutes - same slot every week - alignment and unblocking, not status reports

Date: _____ Facilitator: _____ Goal (one sentence): _____

WINS + NUMBERS - 5 min

One win per person, one metric that matters this week

BLOCKERS - 10 min

What's stuck, who can unblock it, decision made live

DECISIONS - 10 min

Max 2 items framed as questions, sent 24h ahead

ACTION ITEMS - 5 min

Read the list aloud: owner + due date for each

Daily Standup

15 minutes - only during active delivery (sprint, launch, crunch week)

Date: _____ Facilitator: _____ Goal (one sentence): _____

1. WHAT DID WE FINISH SINCE YESTERDAY?

About the team's plan, not personal diaries

2. WHAT ARE WE FINISHING BEFORE TOMORROW?

Concrete deliverables, not 'working on it'

3. WHAT'S BLOCKING US?

Surface it, pair up the solvers, take it offline

Rule: two people start problem-solving? "Take it offline" and move on.

Retrospective

45 minutes - every 2-4 weeks or after a project - the meeting that improves the others

Date: _____ Facilitator: _____ Goal (one sentence): _____

WHAT WORKED - 10 min

Concrete things to keep doing, written where everyone sees

WHAT DIDN'T - 10 min

Specific events, not vibes: 'deploy broke twice' beats 'communication was off'

ONE CHANGE - 15 min

ONE process change, with an owner and a check-in date

APPRECIATIONS - 5 min

Name people who helped. Cheesy, effective, keep it
