10 Minute Team Meeting Agenda

This is a suggested agenda for your 10 minute team meeting. I’ve done this in Word, so you can edit it as you wish, in fact, you definitely should, because if you did all of these, it would take you more than 10 minutes. And you can add in specific items which are relevant for your business.

Feel free to change this template around, cut and paste the text into your own branding and to time your meetings to make sure you don’t creep over the 10 minutes.

Let me know how you get on

Julia Chanteray

**The Agenda**

1. How did we do on last week’s targets/objectives?
2. What are our big objectives for this week?
3. What has to get finished this week?
4. Special things to look out for this week
5. Things that are not going so well (remember, no blaming here)
6. Well done to X, Y & Z, and why this was important.
7. Holidays or people who are going to be out of the office
8. Remember, we’re going to do \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A final chance to focus everyone’s mind on the big objectives for the week.