**Level 10 Meeting**

**Date:** [Date of Meeting]

**Time:** [Time]

**Participants:**

|  |  |
| --- | --- |
| **Team Member Name** | **Title** |
| [person name] | [designation/ grade] |
| [person name] | [designation/ grade] |
| [person name] | [designation/ grade] |
| [person name] | [designation/ grade] |
| [person name] | [designation/ grade] |

**Agenda and Discussions:**

|  |  |
| --- | --- |
| **Agenda Item** | **Time Allotted** |
| Review Last Week’s Scorecard | 5 minutes |
| Customer and Employee Headline | 5 minutes |
| Rock Review | 10 minutes |
| Identify and Discuss Current Issue | 45 minutes |
| To Do List Review | 10 minutes |
| Conclude Meeting | 5 minutes |

**Review Last Week's Scorecard:**

* Review progress made towards goals and objectives set in the previous meeting.
* Identify areas that need improvement.
* Assign action items to team members for any areas that need improvement.

**Customer and Employee Headlines:**

* Share any positive news or feedback received from customers or employees.
* Discuss any negative feedback or complaints and brainstorm ways to address them.

**Rock Review:**

* Review progress made on each team member's assigned "rock" (most important objective for the quarter)
* Identify any roadblocks or issues that are preventing progress and assign action items to address them.

**Identify and Discuss Current Issues:**

* Discuss any current issues or challenges that the team is facing.
* Identify the root causes of these issues and brainstorm potential solutions.
* Assign action items to team members to address the issues and track progress towards resolution.

**To-Do List Review:**

* Review the team's to-do list and ensure that all action items have been completed or are on track to be completed on time.
* Assign new action items as necessary.

**Conclude Meeting:**

* Summarize action items and next steps.
* Schedule the next level 10 meeting

**Rating:**

Out of 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared by:** [Person Name]

**Approved by:** [Person Name]