

Team Sync Meeting Success

DATE AND TIME:

ATTENDEES:

1

Objectives

What do we want to achieve in this meeting?

Make clear that this meeting is designed to acknowledge accomplishments and set clear goals for the next week.

2

Roundtable Updates

What was on their TOP 3 list for last week? What are the wins from the previous week?

Ensure that the team is sharing the successes that they experienced, no matter how small they may seem.

What are their TOP 3 objectives for the following week?

3

Blockers

What are obstacles that they have identified in moving forward with their TOP 3. Encourage input from the team.

Identify where support is needed for each individual.

4

Action Items

What are the team's next steps based on the Top 3 discussed in the meeting.

Encourage collaboration and proactive problem-solving.

5

Other Reminders

Summarize the key takeaways, the decisions that were made and ensure everyone is clear on their goals for the following week.

"Coming together is a beginning. Keeping together is progress. Working together is success." - Henry Ford.