

Weekly Meeting

Date 11/03/17

I. Lightning Round Notes

Open Old Business – Alex
 Reed- Sharing schedules
 Brian- Tasks and deadlines
 Anhquan-
 Alex- Team Rules

II. Scoreboard Review

	Clarity	Busy	Effective
Reed			
Brian			
Anhquan			
Alex			

III. Tactical Agenda Items

Order	Topic
<u>1</u>	<u>Tasks and deadlines (project management folder)</u>
<u>2</u>	<u>Sharing Schedules</u>
<u>3</u>	<u>Team Rules</u>
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IV. Potential Strategic Topics

Topic
<u>Basics first</u>
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V. Decision/Actions (We Discussed/We Decided)

Starter Items/Updates (add date):
 Everyone showed up to meeting. Shared Schedules.

VI. Cascading Messages (Cascading Communication and Clarifying Commitments)