

## Weekly Meeting

Date \_\_\_\_\_

### I. Lightning Round Notes

Open Old Business – Alex  
Reed-  
Brian-  
Anhquan-  
Alex-

### II. Scoreboard Review

	Clarity	Busy	Effective
Reed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Brian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anhquan	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alex	<input type="text"/>	<input type="text"/>	<input type="text"/>

### III. Tactical Agenda Items

Order	Topic
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### IV. Potential Strategic Topics

Topic

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### V. Decision/Actions (We Discussed/We Decided)

Starter Items/Updates (add date):

### VI. Cascading Messages (Cascading Communication and Clarifying Commitments)