**L-TEAM Meeting Agenda Template**

**Date:** Feb 20, 2025

**Time:**

**Location:** or **Virtual Meeting Link:**

**Attendees:**

* [General Manager] and [Directors]

**Agenda:**

* **Opening Remarks and Good News (5 minutes)**
  + GM:
  + DOC:
  + DOE:
  + DOFA:
* **Opportunity Review (5 minutes)**
  + GM:
  + DOC:
  + DOE:
  + DOFA:
* **Issues (5 minutes)**
  + GM:
  + DOC:
  + DOE:
  + DOFA:
* **Scorecard Review (**To be reviewed end of quarter only unless major issue (For example: continued blank spaces or wrong metric**)**
  + GM:
  + DOC:
  + DOE:
  + DOFA:
* **OKR Review (**Every month during this meeting, we will only discuss areas of concern)
  + GM:
  + DOC:
  + DOE:
  + DOFA:
* **Status of last meeting’s action items: (5 minutes)**
* **To-Do List (5 minutes)**