



Sample meeting doc: Engineering sync



About this doc:

This doc is a sample meeting doc that relates to my write-up on [Run efficient meetings that don't suck](#). Feel free to duplicate this doc and turn it into a template for your own workspace.



Note: Everything the meeting owner fills out is in **green**. Everything the participants have to fill out is in **purple**.

When: Every other Wednesday at 1:00pm PST

Desired outcome of this meeting: To align the engineering team on what they did last sprint, what they intend to do this sprint, and unblock where necessary.

People:

Meeting Owner: Dorothy (Head of Engineering)

Meeting Participants: Engineering Team (Sam, Terry, Jamie)

Meeting Observers: Caleb (Designer who wants to sit in to observe)

Team, please **copy the following template and fill it out**. When you are done, please paste in your responses under the appropriate sections. Thank you! - Dorothy

Agenda

- ▶ **Good Things:** Please write one good thing that has happened in your personal life and one that has happened in your work life so we can celebrate with you.

- ▼ **Actions:** Please review the actions from last meeting and mark whether you did them or not.
 - Sam
 - Sample task A
 - Sample task B
 - Terry
 - Sample task A
 - Sample task B
 - Sample task C
 - Jamie
 - Sample task A
 - Dorothy
 - Sample task A
 - Sample task B

▼ **Topics:** Please review the topics below and fill in your updates next to your name. Additionally, please propose any topics you believe are relevant to this discussion.

▼ (Dorothy) Last sprint: what did you do?

- Sam
 - Sample task here.
 - Sample task here.
- Terry
 - Sample task here.
 - Sample task here.
- Jamie
 - Sample task here.
 - Sample task here.
- Dorothy
 - Sample task here.
 - Sample task here.

▼ (Dorothy) This sprint: what are you going to do?

- Sam
 - Sample task here.
 - Sample task here.
 - Blocker: write blocker here.
- Terry
 - Sample task here.
 - Sample task here.
 - Blocker: write blocker here.
- Jamie
 - Sample task here.
 - Sample task here.
 - Blocker: write blocker here.
- Dorothy
 - Sample task here.
 - Sample task here.
 - Blocker: write blocker here.

▼ (Sam) Engineering direction. Are we headed in the right direction?

- Sam: I'm worried we haven't aligned on priorities correctly with CEO and therefore our sprints aren't as effective as they could be. Dorothy, can you please shed light on what CEO wants to prioritize so we know we're building in the right direction?
- Dorothy: Yes, of course. (*Fills in information here.*)

▼ **Feedback:** Lastly, please leave feedback for your manager and for this meeting next to your name.

▼ Feedback for Dorothy (manager)

▼ Sam:

- Like: *write here*
- Wish that: *write here*

▼ Terry:

- Like: *write here*
- Wish that: *write here*