

TACTICAL MEETING FORMAT

project review

- "walk the board"
- share only changes since last meeting

facilitator, cut people off if they go into detail

clarifying questions allowed, no discussion

* save discussion for agenda

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agenda (triage issues)

- **dynamic**, on-the-fly, anyone may add
- resolve items using **the four pathways**
- items processed **one at a time**
- add new items as they come up
- everyone's goal is to help the item holder