In a *Tactical Meeting*, *Circle Members* bring *Agenda Items* to address *Tensions* they feel while working in their *Roles* towards the circle's *Purpose*. *Checklist Items*, *Metrics*, and *Projects* are reviewed.

Projects

A Project is a concrete outcome, typically described in past-tense. A project can be thought of as a series of *actions* that a person takes on behalf of a role. Projects can only belong to one role, but many roles can have a project with the same name. During Project Updates, each Role will give share only what's changed with each of their projects since the last update was given, or say "No Updates."

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Actions

An action is a concrete step toward an outcome. These are the things we do every day, like "schedule haircut" or "check the mail". For any project, identify the next action you would take to move toward the outcome.