

# TACTICAL MEETING FORMAT

## metrics review

- surface information about the world
- review checklist items & metrics
- a person and role is accountable for each

“check or no check, or a number”, no discussion

\* save discussion for agenda



# 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