



# QX YEAR Quarterly Leadership Meeting

Month Day, Year Time - Time (Timezone)

## Attendance

Member - Position

Member - Position

## SEGUE - 15 Minutes

## PREVIOUS QUARTER (YEARQX; ex: 23Q2) REVIEW - 30 Minutes

*Previous Rocks:*

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*Wins (What worked well):*

*Learning opportunities (Improvements):*

## REVIEW THE VTO - 60 Minutes

- ***If you don't know what a VTO is, purchase the book Traction and it will walk you through how to build one.***

*Lunch Break - Order at TIME (Time Zone)*

## QX YEAR ROCKS (this Quarter) - 120 Minutes

*KCK (Keep, Change, Kill; decide on the rocks from the previous quarter that you want to keep, change, or kill if you did not complete them) (Add defining details):*

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*NEW Rocks for this Quarter:*

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**KEY ISSUES (Identify, Discuss, Solve - IDS) - 180 Minutes** (*identify challenges, roadblocks, or issues you anticipate running into this quarter, and create a custom plan to get around them*)

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**NEXT STEPS - 7 Minutes**

**CONCLUDE - 8 Minutes**