

TEAM BUILDER KIT

MEETING DEFINITIONS + CADENCES

SUGGESTED MEETINGS + CADENCES

We will customize what's below for your current + future business needs.

- **Leadership** - CEO + COO - weekly
 - Quarterly/monthly priority tracking, personnel, strategic decisions
 - [Meeting Agenda Template](#)
- **Cabinet** - Wider leadership - monthly or bi-weekly
 - New ideas, strategic decisions, priority tracking
- **Staff** - COO + Department Heads - weekly
 - Quarterly/monthly priority tracking, issue problem-solving
 - [Meeting Agenda Template](#)
- **All-Hands** - monthly or quarterly, as-needed
 - Announcements, awards, thank you's, beginnings/endings, holidays
 - This is one meeting that is more of a gathering than a meeting.
- **Project meetings** - Anyone on a project - weekly, or as-needed
 - Project updates + drop-downs to problem-solve
 - [Meeting Agenda Template](#)
 - [Project Update Template](#)
- **Fire meetings** - As-needed to problem-solve issues.
 - Single-topic meetings to trouble-shoot & problem-solve.
 - Set a goal for the meeting & drive to it.