

Weekly Leads Sync

Goal: Coordinate between leads of different teams in X PDG for staffing, escalations and coordination so that we can move towards collective goals

Note:

- Agenda for each week's sync is shared before the meeting
- Apart from the items in the agenda the team goes through open items, topics for debate in [this sheet](#). Goal is to reach alignment and close open items
- All open items/ topics in the Debates/Open topics sheet have an owner, and an ETA to close the item
- Topics in the sheet are added async. And a few of these can be closed offline. Only the main topics for debate are discussed during the meeting. Typically these topics are urgent and important, and previous attempts at reaching an alignment would have failed
- Once you have a decision it moves from Debates to Decisions tab in the sheet

[Open item, Debates and Decisions link](#)