Studio Team

Weekly Meeting Agenda

#### When We Meet

Day: Time:

| **Agenda** | | **Time.** |
| --- | --- | --- |
| 1. Segue | Transition and Welcome | 5 min |
| 2. Employee/ customer Headlines |  | 5 min |
| 3. Scorecard | Use [this link](https://www.creativeoperations.com/hubfs/Maturity%20Model%20Downloadables/Scorecard%20%5BTemplate%5D%20.xlsx) to track your team’s KPIs | 5 min |
| 4. Milestone & Task Status | Use [this link](https://docs.google.com/document/d/1MMuXY02vOFmUiVwVX8QGcdzoV2bdhi1EZKwua3f94n8/edit?usp=sharing) to track your key tasks and milestones | 5 min |
| 5. Issue List | | **Issues** | | --- | |  | |  | |  | | 60 min |
| 6. Conclude |  | 5 min |

Learn more about each section of this agenda [here](https://www.eosworldwide.com/blog/the-level-10-meeting).