



Team Member	Priority 1	Priority 2	Priority 3



METRIC	STATUS
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Meetings that Matter Worksheets

Deffered Strategic Agenda Items

Decision and Action Items	By Whom; By When



Meetings that Matter Worksheets >> Tactical Meeting Evaluation Form

During Today's Meeting We:

Followed the Tactical Meeting format for the Lightning Round and the Metrics Review	Always	Mostly	Sometimes	Rarely	Not At All
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One thing we should do to improve is: _____

Identified the agenda items that mattered most to the team's success this week	Always	Mostly	Sometimes	Rarely	Not At All
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One thing we should do to improve is: _____

Everyone had a chance to contribute to the discussions	Always	Mostly	Sometimes	Rarely	Not At All
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One thing we should do to improve is: _____

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Everyone took part in the decisions and had a chance to provide their perspective	Always	Mostly	Sometimes	Rarely	Not At All
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One thing we should do to improve is: _____

The meeting guide accurately reflects the decisions we made and our next actions	Always	Mostly	Sometimes	Rarely	Not At All
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One thing we should do to improve is: _____

Everyone listened respectfully; only one person spoke at a time	Always	Mostly	Sometimes	Rarely	Not At All
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One thing we should do to improve is: _____
