

Leadership meeting compatible with EOS

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This meeting agenda is compatible with the EOS level 10 meeting. It follows a strict agenda to ensure meetings are focused and actionable, and to help senior leadership solve issues and challenges.

☐ Check in (5 min)

Summary:

Next Steps:

☐ Scorecard (5 min)

Summary:

Next Steps:

☐ Rock updates (5 min)

Summary:

Next Steps:

☐ Client / employee headlines (5 min)

Summary:

Next Steps:

☐ To-do list (5 min)

Summary:

Next Steps:

☐ Issues list: identify, discuss, solve (60 min)

Summary:

Next Steps:

☐ Wrap up (5 min)

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared