

Daily Meeting Structure

Focus Top 1 Bottleneck

Quick Daily Agenda - 5 to 15 minutes:

2-5 minutes - What's Up. Specifics about activities, meetings, accomplishments, noteworthy news from customers, etc.

2-5 minutes - Daily measurements/indicators — day before and goal today.

2-5 minutes - Where are you stuck? Where's the bottleneck? Who's run into a roadblock. What can be done about it? Bite-sized chunks!!

(Optional) Review a core ideology.

Stand-up, don't sit-down, for meeting.

By phone if only option.

When is your Daily Meeting going to be? _____

Who is going to attend? _____

Will it be a conference call or stand up meeting? _____

Whose office? _____

If needing to use a conference bridge, we suggest uconference.com or raindance.com. We also recommend using a reminder service like iping.com. At 8:40am this service calls our cell phones to remind us of our 8:44am daily call.