

Team Meeting Agenda - Day 2

This is a guide to help Team Leaders guide their teams through a meeting to help improve on past performance and set a solid plan for the next stage of the challenge.

Our Team Name & Number

How Has Our Team Been Working So Far? What Has Been Good? What Hasn't Worked Well?

What Values Or Skills Do We Need To Focus On Today?

What Do We Need To Achieve Today?

What Tasks Are We Focused On, Who Is Doing Them and When Do They Need To Be Done?

Any Final Discussions or Comments