

The Meeting Optimizer










Make every meeting count.

Current review date:

Next review date:

Frequency of Meeting Practices

Determine the team's average for each practice using the individual scores and place them accordingly.

	 1 - Very Rarely	 2 - Rarely	 3 - Sometimes	 4 - Often	 5 - Very Often
Optimal Kick-Offs How effectively do we start our meetings? 					
Engaging Discussions How inclusive and open are our discussions? 					
Actionable Conclusions How consistently do we conclude our meetings? 					
Post-Meeting Drive How well do we maintain a positive momentum? 					

Team Growth Commitments

List individual commitments that will drive the team towards the next achievement.

Team Achievements

Rewards are earned when 80% of practices achieve this level or higher.



Team Progress Reward



Team Excellence Reward



Team Summit Reward

