StudioPlus Meeting Guidelines – "Based on the EOS Traction Model"

Agenda Overview:

- Segue (5 min)
- Scorecard (5 min)
- Rock Review (5 min)
- Customer/Employee Headlines (5 min)
- To-do List (5 min)
- IDS (60 min)
- Conclude (5 min)

Segue (Transition from work):

- Start promptly.
- Don't miss meetings.
- Meetings happen regardless of if everyone is there.
- Have a copy of the agenda.
- Turn off electric devices, take a deep breath, change gears, and get to work working on the topic at hand.

Scorecard:

- Examine relevant scorecard (Most important KPI's)
- Report on each number.
- Identify problem areas.
- Don't discuss. Push issues to issue section.

Rock (Major Objectives) Review:

- Review each rock, one at a time.
  - First company rocks, then each individual rock.
- Identify off track rocks. Move to IDS section.

Customer/Employee Headlines

- Share short and sweet headlines about any customer or employee news or issues for the week, either good or bad
- Pat yourself on the back for good news
- Bad news is moved to IDS section.

Todo List:

- Review to-do list from a done, not done list. To-do's are seven day action items.
- Todos are commitments made team throughout the week.

IDS (Identify, discuss, solve)

- List all issues.
- Prioritize list.
- Discuss and solve issues.
- Get as many done as you can in the time allotted.
- Add to-do items as needed.

Conclude:

- End on time.

- Frame everything that was discussed, and make sure there are no loose ends.
- First recap to-do list. Restate all the action items.
- Second discuss whether any messages need to be communicated to the company. If so, how are you going to tell them.