

Weekly Meeting Agenda

One agenda per pod meeting. Fill the top before; capture action items during. Store in the project tool.

Pod/Project: __ **Date:** __ **Facilitator:** __ **Notes:** __

1. Wins & roadblocks (5 min)

- Wins since last meeting:
- Roadblocks / where I'm stuck:

2. Status against the board (10 min)

- Shipped:
- In progress:
- Blocked (owner + what's needed):

3. Decisions needed (10 min)

- Topic / options / decision / owner:

4. Science / analysis discussion (20 min)

- Topic:
- Key questions:

5. Action items (5 min)

Action	Owner	Due

Next meeting: __