

Weekly Execution Meeting — Agenda + Scorecard

A 30-minute weekly rhythm to keep the plan alive.

Meeting rules

- Start on time. End on time. Same day/time each week.
- Scorecard first. Then Rocks. Then issues. Then commitments.
- No story-time: facts, decisions, actions.

Scorecard (weekly)

KPI	Target	This week	Last week	Trend (↑/→/↓)	Notes

Agenda (30 minutes)

Section	Time	What we do	Output
1) Scorecard	5 min	Review weekly KPIs vs targets.	Green/Amber/Red + notes
2) Rocks	10 min	Progress on each Rock; remove blockers.	Next actions + owner
3) Issues list	10 min	Prioritise top 1–3 issues; decide.	Decision + actions
4) Commitments	5 min	Confirm actions for next week.	Clear owners + due dates

Issues list (capture, don't debate)

Issue	Owner	Priority (H/M/L)	Next action