

Weekly Leadership Meeting Agenda + Action Register

A 60-minute meeting format to drive clarity, accountability and execution.

Meeting details

Week ending	Chair	Attendees	Time

Agenda (60 minutes)

Section	Time	What you do
1) Wins + key updates	5 min	Fast round: wins + key issues only.
2) KPI scorecard	10–15 min	Review reds first. Decide actions.
3) Cash + sales pipeline	10 min	Receipts, outgoings, leads, quotes, bookings.
4) Priorities (90-day plan)	10–15 min	Progress on top 3 priorities.
5) Issues list (solve 1–3)	15 min	Pick the biggest constraints and solve.
6) Actions + owners	5 min	Confirm actions, owners, due dates.

KPI quick notes (reds first)

KPI	Target	Actual	Status (G/A/R)	Comment / action

Action register (this is the backbone)

Action	Owner	Due date	Status	Notes

Issues list (parking lot)

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