

L10 MEETING DIAGNOSTIC

INSTRUCTIONS: Assign a team member (not the Integrator) to complete this L10 Meeting Diagnostic. Make sure you have a good timer handy before the meeting. Take notes for improvement as the team completes the weekly meeting.

DATE: _____ ASSESSMENT COMPLETED BY: _____

MEETING FACILITATOR: _____ MEETING START TIME:

SEGUE/5% SHARE NOTES:



SCORE:

TIME COMPLETED:

SCORECARD NOTES:



SCORE:

TIME COMPLETED:

ROCKS NOTES:



SCORE:

TIME COMPLETED:

HEADLINES NOTES:



SCORE:

TIME COMPLETED:

TO DO'S NOTES:



SCORE:

TIME COMPLETED:

ISSUE 1

WHO: _____

WHAT: _____

OUTCOME: _____

TO DO(s): _____

NOTES:

SCORE:

TIME COMPLETED:

ISSUE 2

WHO: _____

WHAT: _____

OUTCOME: _____

TO DO(s): _____

NOTES:

SCORE:

TIME COMPLETED:

ISSUE 3

WHO: _____

WHAT: _____

OUTCOME: _____

TO DO(s): _____

NOTES:

SCORE:

TIME COMPLETED:

ISSUE 4

WHO: _____

WHAT: _____

OUTCOME: _____

TO DO(s): _____

NOTES:

SCORE:

TIME COMPLETED:

CONCLUSION

REVIEW TO DO'S:

- ---
- ---
- ---
- ---
- ---

COMMUNICATION CASCADE DISCUSSED

YES: ☐ NO: ☐

AVERAGE SCORE:

MEETING END TIME:

NOTES FOR IMPROVEMENT:

Please email Jonathan a copy of the completed L10 Meeting Diagnostic

SUBMIT