

The Four Meetings

Meeting Type	Time Required	Purpose & Format	Keys to Success
Daily Check-In (huddle)	5 -10 minutes	Share daily schedules, activities and priorities	<ul style="list-style-type: none">• Don't sit down• Keep it administrative• Don't cancel even when someone can't be there
Weekly Tactical	45-90 minutes	Review weekly activities and metrics, resolve tactical obstacles and issues	<ul style="list-style-type: none">• Don't set the agenda until after the initial reporting• Postpone strategic discussions
Monthly Strategic (or ad hoc strategic)	2-4 hours	Discuss, analyse, brainstorm, and decide on critical issues affecting long term success	<ul style="list-style-type: none">• Limit to one or two topics• Prepare and do research• Engage in good conflict
Quarterly Off-site Review	1 or 2 days	Review strategy, industry trends, competitive landscape, key personnel, team development	<ul style="list-style-type: none">• Get out of the office• Focus on work; limit social activities• Don't over structure or overburden the schedule

Source: Lencioni - Death by Meeting

