

CONFIDENTIAL

Meeting Recorder



Use this recorder to organize your thoughts and create a two-to five minute presentation on your team, the company and/or your performance – along with thoughts, ideas, needs – things the team needs to focus on and know about:

<p>News, needs to know for leadership team: (tell us anything of relevance that you feel this team needs to know... updates, happenings, client info, team info, birthdays?)</p>	<p>Feel of the team, group or company/overall: (what are you hearing from others? How do you feel? What do we need to know as a group?)</p>
<p>Wins and great things: (tell us about the good stuff – celebrate a little! What's happened recently that deserves a little extra attention?)</p>	<p>Losses, struggles and disappointments: (tell us about the not so good stuff – where did you/your team struggle – have challenges – miss something – not get a result... and what did you learn from it?)</p>
<p>Outstanding players (specifically why): (who in your mind has stood out recently as an outstanding player and tell us why you feel this way – they deserve some extra appreciation)</p>	<p>Coaching for performance improvement (specifically why): (who in your mind needs some additional coaching for improvement and what do you feel they need – specifically?)</p>
<p>Issues/Ideas/Needs to bring to leadership meetings for consideration/discussion/planning: (what do feel are the 'must discuss' items for this meeting? What decision do you need on them?)</p>	<p>Other notes:</p>
<p>TOP PRIORITY progress (fill out the below if you have quarterly priorities and/or two-week top tasks)</p>	
<p>Major accomplishments on Top Priorities</p>	<p>What I need to do next – be specific!</p>
<p>Top Priority/Accomplishment</p>	<p>My next step is – who, what, when:</p>
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