Recruitment and Retention WIN Meeting

Weekly meeting to discuss metrics, conduct round-table, address roadblocks, innovate, and celebrate meeting goals.

METRICS (10-MINUTES)

☐ **What are the two things we are trying to achieve?**

Summary:
_____
_____
_____

Next Steps:
_____
_____
_____

☐ **How do we compare with our competitors?**

Summary:
_____
_____
_____

Next Steps:
_____
_____
_____

☐ **Where are we now compared to what we forecasted?**

Summary:
_____
_____
_____

Next Steps:
_____
_____
_____

☐ **What can we do differently to increase efficiency and effectiveness?**

Summary:
_____
_____
_____

Next Steps:
_____
_____
_____

ROUND-TABLE PLAN FOR THE SPRINT (20-MINUTES)

☐ **What is everyone working on for the next week (or until the next meeting)? Prepare your share in advance of the meeting to allow more time for strategizing and making decisions.**

Summary:
_____
_____
_____

Next Steps:
_____
_____
_____

ROADBLOCKS (10-MINUTES)

☐ **Determine roadblocks and get a sense of some of the larger issues the team is struggling with. This is a huge opportunity to increase the productivity of the team for the next sprint.**

Summary:
_____
_____
_____

Next Steps:
_____
_____
_____

WIND-DOWN (15-MINUTES)

☐ **As a team, is there anything we should START doing?**

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **As a team, is there anything we should STOP doing?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **How can I better support you?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

SHOUT-OUTS (5-MINUTES)

☐ 🎉 **Who deserves a shoutout? What did they do?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared