Team meeting grid

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of work** | **Have we got the right people involved in order to progress this work?** | **Where are we now against where we want to be in this work? What are our data telling us?** | * **What are our next actions?** * **What tasks and tests can we complete by next Tuesday?** * **What is our plan for next 30 days, next 90 days?** | **What challenges do we anticipate? What are the potential solutions?** |
|  |  |  |  |  |