

# Meeting Rhythm



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## 01 Daily Huddles

Keep everyone updated and focused on the task at hand

## 02 Weekly Meetings

Tactical issues, alignment, accountability

## 03 Monthly Meetings

Platform for ongoing insight and management training

## 04 Quarterly Planning Sessions

Strategic planning and alignment with vision

## 04 Annual Planning Sessions

Strategic planning and alignment with vision, training, team building

Where do we store the  
data from our meetings?

How long should meetings  
be? What if we go over?

Does everyone participate  
in quarterly and annual  
planning?

How should outcomes of leadership team meetings be communicated to the rest of the organization?

How do we keep people on  
task?



What about remote or  
hybrid teams?



# Meeting Guidelines



Start on time and end on time.



Follow the agenda. No tangents.



Identify a facilitator and a scribe.



Must have a clear objective.



Only invite people who need to have input or get the information directly.



Keep meetings to a minimum. Be respectful of people's time.



Utilize the parking lot.



Encourage healthy conflict.



# Thank you!



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