The Weekly (Structure)

Highs & Lows	(5 Minutes)
Focus Time	(5 Minutes)
Scoreboard Review	(5 Minutes)
The W3s <What/Who/When>	(5 Minutes)
Quarterly Priorities	(5 Minutes)
Opportunities/Next Steps	(60 Minutes)
Wrap-Up	(Final 5 Minutes)

- **Recap W3s**
- **What info needs to leave the room?**
- **How did we do as a team today?**