



WHERE NO STARTUP STANDS ALONE

Q2 Quarterly Rocks Meeting

Wednesday, April 3, 2019

Purpose of the Meeting:

To increase traction, accountability, communication, team health, & results • The moment of truth • Routine, heartbeat, & cadence

Time	Topic	Description
10:05 to 10:30	Segue: Moving from Working <u>in</u> the Business to Working <u>on</u> the Business	Each person should share three things: 1) Best business and personal news of the last 90 days, 2) What is working and not working in the organization, 3) Your expectations for our time together today.
10:30 to 11:00	Values Review: Reviewing Our Company Values & Manifesto	Pat reads through our company values and then the team will share examples of the manifesto in action—what are stories you’ve witnessed of a team member embodying each of our manifesto points?
11:00 to 11:30	Review Previous Quarter: Reviewing All of Our Numbers and Our Rocks	For Rocks, all you need to share is “done” or “not done.” If not done, discuss why they weren’t accomplished and then share one of the three plans for the Rock: 1) Carry it forward to the next quarter, 2) If the Rock is 95% complete, completing the last 5% becomes an item on the to-do list, 3) Reassign the Rock to someone else.
11:30 to 12:00	Review the V/TO: Refreshing Our Memory on the Vision of GAN	In an open and honest environment, everyone must voice their opinions if they don’t understand, don’t agree, or have a concern with any item in the V/TO. If there is any confusion, you must solve the issue at that moment until everyone is in concert. Add any issues to the issues list that need to be added.
12:00	Lunch	Break to get lunch—there are food trucks outside.
12:30 to 2:00	Establish Next Quarter’s Rocks: Setting the company & individual goals for the next 90 days.	List everything that must get done this quarter. Decide to keep, kill, or combine everything on the list, boiling them down to the right 3-7 Rocks for the company. From there, establish each leadership team member’s rocks.
2:00 to 3:00	Tackle Key Issues: Tackling all relevant issues for the quarter.	Start by making sure all of the issues are on the list. Ask the team for any issues they have on their minds that they haven’t shared yet. Remove any issues that were resolved by the creation of new rocks. Start with the top three issues. Any issues not solved can be moved to the weekly Issues List.
3:00 to 3:15	Next Steps + Conclude	Discuss any next steps + 1) Feedback on the meeting, 2) Whether expectations were met or not and, 3) Your rating on the meeting.