

Weekly Meeting Check List



Review

- Did everyone **update their ticket status?**
- Are there any tickets that still need to be updated?
- Are the right team members invited to this meeting?
- Where was work completed effectively, early, or late?
- Where are areas that can be improved?



Plan

- Are key handoffs between Basic Users coordinated?
- Do any of the tasks need to be rescheduled or reorganized?
- Are permits (constraints) in place for the upcoming week
- Will material and equipment arrive on time?
- Have lessons learned from last week been incorporated?



Lookahead

- Did we extend the Active Line to give us more planning space?
- What are the future issues or challenges for my tasks?
- Did I check my Constraint Log for upcoming obstacles?



Commit

- Did I get a verbal commitment from my teams for the upcoming work?
- Are there any previous lessons to apply before pinning work?
- Is my Promise Period over a 7 day period?
- Did I select Promise Now at the end of our weekly meeting?

Questions?

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