

Tactical Meeting Process

Check-in Round

Goal: *Notice what's got your attention, call it out, let it go.*

Sacred space: no cross-talk. Get present, here and now; grounds the meeting.

Checklist Review

Goal: *Bring transparency to recurring actions.*

Facilitator reads checklist of recurring actions by role; participants respond "check" or "no-check" to each for the preceding period (e.g. the prior week).

Metrics Review

Goal: *Build a picture of current reality.*

Each role assigned a metric reports on it briefly, highlighting the latest data.

Project Updates

Goal: *Track updates to key projects of the circle.*

The Facilitator reads each project on the circle's project board and asks: "Any updates?" The project's owner either responds "no updates" or shares what has changed since the last meeting. Questions allowed, but no discussion.

Agenda Building

Goal: *Build an agenda with placeholder headlines.*

Build agenda of tensions to process; one or two words per item, no discussion.

Triage Issues

Goal: *Get through all agenda items in the allotted time.*

To Resolve Each Agenda Item:

1. Facilitator asks: "What do you need?"
2. Agenda item owner engages others as-needed
3. Capture any next-actions or projects requested & accepted
4. Facilitator asks: "Did you get what you need?"

Closing Round

Goal: *Harvest learning from the meeting.*

Each person can share a closing reflection about the meeting; no discussion.