

| Meeting structure  |   |
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| <p><b>Objective:</b><br/>Recap the department’s weekly performance. Validate achievement of weekly targets. Ensure that key information is shared with all employees. Identify actions for the coming days.</p>  |   |
| <p><b>Location:</b> Conference room</p>  | <p><b>Tools required:</b> Dashboard and indicators<br/>Planning tools<br/>Note-taking tools</p> |
| <p><b>Frequency:</b> Weekly</p>  |   |
| <p><b>Start:</b> Tuesday at 8:30 a.m.</p>  | <p><b>Participants:</b> Manager (facilitator)<br/>Employees</p>                                 |
| <p><b>End:</b> Tuesday at 9:15 a.m.</p>  |   |
| <p><b>Duration:</b> 45 minutes</p>   |   |
| Standard agenda  |   |
| <p><b>1. Recap of actions coming to an end</b></p>   | 5 minutes   |
| <p><b>2. Review of highlights of the department’s operations</b></p> <ul style="list-style-type: none"> <li>- Recap of weekly performance results (dashboard)</li> <li>- Review of current projects</li> <li>- Planning of upcoming activities</li> <li>- Review of positive elements and areas for improvement</li> </ul> | 20 minutes  |
| <p><b>3. Information on training and new developments</b></p>  | 10 minutes  |
| <p><b>4. Announcements from management</b></p>   | 5 minutes   |
| <p><b>5. Other business</b></p>  | 5 minutes   |
| Recap of key behaviours  |   |
| <p>Punctuality<br/>Preparation<br/>Participation<br/>Diligence<br/>Creativity</p>  |   |