

The 60-Minute Meeting Agenda

One hour · four blocks · one rolling list

DATE

FACILITATOR

FOLLOW-THROUGH RATE

Bring two pages, only two: the scoreboard, and the rolling action list.

THE HOUR, TIMED

BLOCK	WHAT HAPPENS
:00 to :05	Scoreboard. Statuses only: on track, at risk, or behind. No discussion, no defending.
:05 to :15	Last week's list. Read every commitment aloud: done, or carried. Count them. Done divided by total is the follow-through rate; say it to the room. Carried items get a fresh due date or get killed on purpose.
:15 to :50	Issues and decisions. Top three issues from the at-risk lines, three and not eleven, one at a time. Each ends one of two ways: a decision with an owner and a due date, or a plain statement of what is missing and who owns getting it.
:50 to :60	Read-back and close. Read the new commitments back: action, owner, date. Log what was decided, and why. Ask: what does not need to come back next week?

THE ROLLING LIST · CARRY EVERY OPEN ITEM FORWARD, THEN ADD THIS WEEK'S

ACTION	OWNER	DUE	DONE / CARRIED / KILLED

DECISIONS LOGGED · WHAT WAS DECIDED, AND WHY

DECISION	WHY

The list rolls: never retype it, never let an item vanish. It leaves the page done, or killed on purpose. One owner and one due date per line, because two owners is zero owners.