

TEMPLATE · WEEKLY LEADERSHIP MEETING

THE DECISION MEETING

A 60-minute weekly meeting for leadership teams that are tired of updates. The rule is simple: updates are shared in writing before the meeting. Time together is for decisions.

TIME	BLOCK	WHAT HAPPENS
5 min	1. One win, one focus	Each person shares one win from last week and the one thing they must get done this week. No discussion.
10 min	2. Numbers that moved	Look only at numbers outside their target range. The owner says what happened in one sentence. Anything needing a decision goes to block 4.
10 min	3. Commitments check	Go through last week's commitments: done, not done, or blocked. If it is blocked, add it to block 4. If it is not done, give a new date once. A second miss becomes a conversation.
30 min	4. Decisions	Work through the decision list in order of importance. For each item, the owner states the decision needed and proposes an answer. The team challenges it, then the owner decides or asks the CEO to decide. Record it in the log.
5 min	5. Read-back	Read out every decision with its owner and date. Agree who else needs to know and who tells them.

GROUND RULES

Same day, same time, every week. Do not cancel it. Move it only in an emergency.

Written updates by the day before. If it is only information, it does not need meeting time.

Frame every item as a decision. "Decision needed: do we hire a second account manager before Q2?" rather than "Hiring update".

The owner proposes first. This stops the meeting from waiting for the founder's view.

Disagree in the room, commit outside it. Once decided, everyone supports the decision in public.

Start on time, end on time. Unfinished items go to the top of next week's list.

USE EVERY WEEK

DECISION LIST AND LOG

Add items during the week. In the meeting, number them by importance and start with number 1.

[illegible]

RATE THE MEETING

Did we decide, or just discuss?

Did we start and end on time?

One thing to improve next week

Want help installing this rhythm?

I sit in on your first meetings and coach the team until it runs without me. Book a discovery call at www.coach-kuki.com