

Weekly Meeting Agenda

A structured, repeatable agenda for running effective weekly leadership meetings using the MAGIC operating cadence.

Item	Time	Process Notes	Objective
Segue	5 min	Share good news (personal and business).	Build personal relationships and set a positive tone.
SaaS Scorecard	5 min	Review SaaS scorecard metrics; note red and yellow items.	Identify trends and leading indicators; surface issues early.
Goals / OKRs Review	5 min	Read goals and review progress.	Identify goals that are off track or stalled.
People Headlines	5 min	Share good and bad headlines from customers and team members.	Keep leadership informed on people-related developments.
To-Do List Review	5 min	Review last week's to-dos; add new items.	Maintain accountability for prior commitments.
RAID Backlog	50 min	Review risks, assumptions, issues, and dependencies.	Solve the most important issues impacting the business.
To-Dos Review	5 min	Confirm new to-dos from today's discussion.	Ensure clarity and ownership of action items.
Conclude	5 min	Rate the meeting (1–10) and confirm next steps.	Reinforce accountability and meeting effectiveness.

This agenda turns weekly meetings into a core execution engine — reinforcing focus, accountability, and continuous improvement.