# Cross-Functional Team Weekly Meeting

## Goal

Share business updates and get visibility into each other's activities across the business.

Works best with 10 or fewer participants working in different departments or projects.

## Duration

45 minutes

## Agenda

### 1.0 Welcome (5 minutes)

Take a moment to get focused and review open action items from previous meetings.

### 2.0 Victories

Highlight successes from the previous week.

### 3.0 Announcements (2 minutes)

Travel, holidays, other events for the coming week.

### 4.0 Team Updates

Before the meeting, each person updates the agenda with their responses.

* + - **Progress on commitments:**   
      How did you (and your team) do on the plans you committed to last time?
    - **Unexpected events:**   
      What came up that you didn’t anticipate?
    - **Plans:**   
      What are you (and your team) working on next?
    - **Problems:**   
      Where are you blocked and where do you need help?
    - **Personal:**  
      Is there anything non-work related you’d like to share?

### 4.1… Individual updates (max 5 minutes each)

### 5.0 Business Update (5 minutes)

Quick overview of financials or key metrics.

### 6.0 Review and Close

Review notes and confirm next meeting time.

## Resources

### Overview

Read about The Cross-Functional Weekly Meeting on the Lucid Meetings Blog

<http://blog.lucidmeetings.com/blog/4-ways-status-meetings-remote-team-that-work>

### How-To Guide and Template

Online meeting template with full 10-page Facilitator’s Guide *(Lucid Meetings account required)*

<https://meet.lucidmeetings.com/meeting_template/3021>