

BIWEEKLY TEAM MEETING CHART

Month: _____ | Year: 20__

CYCLE MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Week 1
Active

10:00 AM
Sync Meeting

Week 2
Off-Cycle

Week 3
Active

10:00 AM
Sync Meeting

Week 4
Off-Cycle

STANDING AGENDA

- Last Sprint Review
- KPI Progress Update
- Roadblock Identification
- Priority Alignment

NOTES
