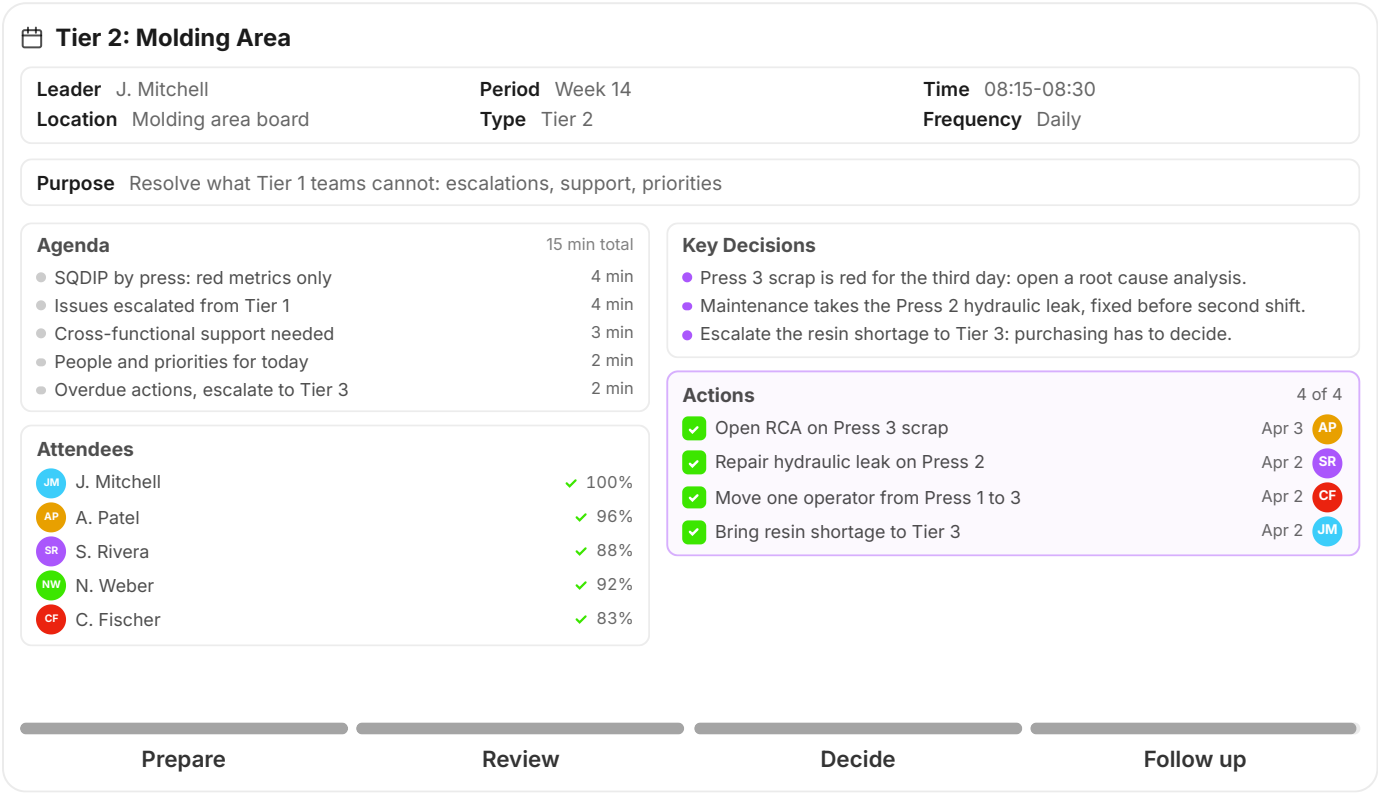
Meetings that produce outcomes, not just notes.

From the Tier 1 huddle at the board to the monthly review: a standard agenda, actions captured on the spot, attendance on record. Every meeting runs the same way.



Most meetings were a waste

Most meetings ran without an agenda and ended without clear next steps. Actions from last time? Nobody tracked them. Follow-through depended on someone remembering to send an email.

They don't have to be

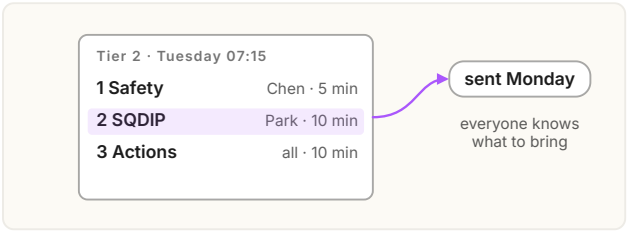
Every meeting follows a standardized agenda. Actions are assigned with owners and deadlines before anyone leaves. The next meeting opens with a review of what was promised.

- **Same structure, every meeting**
- **Actions assigned before it ends**
- **Minutes shared in one click**
- **Open items reviewed next time**

What you get

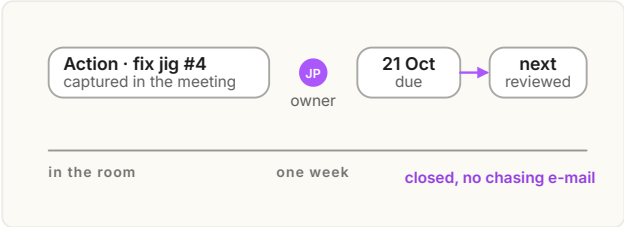
Everyone comes prepared

Standardized agendas set expectations before the meeting starts. Participants know what's on the table and what they need to bring.



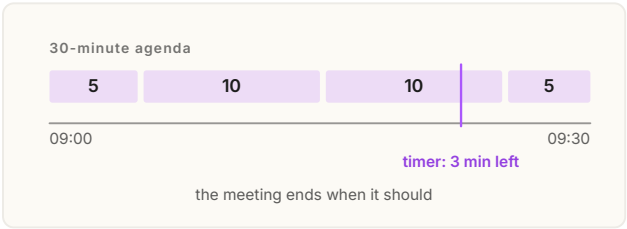
Actions that stick

Captured during the meeting, assigned to an owner with a deadline. They stay on the meeting's action list until done, so next time starts with them. No follow-up emails needed.



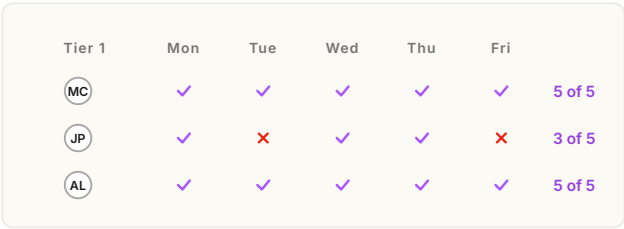
Meetings that respect time

Built-in timers keep discussions focused. Structured agendas prevent scope creep. Meetings end when they should.



Attendance that's visible

Mark each person present, excused or absent. The meeting history shows attendance per person, also year to date. Accountability starts with presence.



Try it in your next tier meeting.
Ask for a demo and a free 14-day trial.

www.teamguru.com