

Meeting Rhythm & Cadence Template

Define what actually belongs in each recurring meeting, so meetings stop multiplying without purpose.

MEETING	FREQUENCY	WHO ATTENDS	PURPOSE	DECIDED HERE
Daily standup	Daily	Core team	Quick status, blockers	Nothing; escalated after
Weekly team meeting	Weekly	Team + manager	Progress, priorities	Weekly priorities
Monthly ops review	Monthly	Leadership	KPIs, trends	Process changes
Quarterly planning	Quarterly	Leadership	Goals, direction	Quarterly priorities

Before Adding A New Recurring Meeting, Ask

1. What decision or output does this meeting need to produce?
2. Could this be handled in a written update instead?
3. Who genuinely needs to be in the room, versus who's there out of habit?
4. What happens if we cancel it for a month; does anyone notice?

Meeting Hygiene Basics

- ☐ Every recurring meeting has a stated purpose
- ☐ Every meeting has an owner responsible for the agenda
- ☐ Notes and decisions get written down somewhere everyone can find them
- ☐ Meetings that consistently run over or lack an agenda get reviewed or cut