

## Recruitment and Retention WIN Meeting

Generated by [Hypercontext.com](https://hypercontext.com)

Weekly meeting to discuss metrics, conduct round-table, address roadblocks, innovate, and celebrate meeting goals.

### METRICS (10-MINUTES)

- What are the two things we are trying to achieve?

Summary:

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Next Steps:

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- How do we compare with our competitors?

Summary:

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Next Steps:

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- Where are we now compared to what we forecasted?

Summary:

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Next Steps:

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- What can we do differently to increase efficiency and effectiveness?

Summary:

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Next Steps:

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### ROUND-TABLE PLAN FOR THE SPRINT (20-MINUTES)

- What is everyone working on for the next week (or until the next meeting)? Prepare your share in advance of the meeting to allow more time for strategizing and making decisions.

Summary:

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Next Steps:

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### ROADBLOCKS (10-MINUTES)

- Determine roadblocks and get a sense of some of the larger issues the team is struggling with. This is a huge opportunity to increase the productivity of the team for the next sprint.

Summary:

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Next Steps:

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### WIND-DOWN (15-MINUTES)

- As a team, is there anything we should START doing?

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Next Steps:

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**As a team, is there anything we should STOP doing?**

Summary:

Next Steps:

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**How can I better support you?**

Summary:

Next Steps:

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### SHOUT-OUTS (5-MINUTES)

🎉 **Who deserves a shoutout? What did they do?**

Summary:

Next Steps:

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