**Date:**

1. **PERSONAL/PROFESSIONAL WINS – AROUND THE TABLE – 5 MINS**
2. **CUSTOMER/EMPLOYEE HEADLINES – 5 MINS – MICHELLE, ROBERT CARDENA,**
3. **ISSUES- DISCUSS ANY ISSUES, MISSES, ERRORS, REALIZATIONS – 5 MINS** 
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4. **TO-DO’S – LIST ANY ITEMS WE NEED TO GET TO. FOLLOW UP WITH COMPLETE/NOT COMPLETE. – 20 MINS**
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5. **VOTE ON TO-DO’S – PRIORITIZE. WHAT NEEDS TO GET DONE NOW, AND WHAT CAN WAIT. 10 MINS**
6. **PIPELINE – RUN THROUGH ASSIGNED PROJECTS – ON TRACK, NOT ON TRACK, COMPLETE. – 15 MINS**

**TOTAL DURATION FOR MEETING – 60 MINUTES.**