

**Weekly Director's Meeting**

**Date:**

**Owner:**  
Vision:

Major Goals/Plans:

<b>Manager:</b>		<b>Comments:</b>
Is everything on going to plan?	Yes / No	<input type="text"/>
Are there any new systems we need?	Yes / No	<input type="text"/>
Any upcoming items we need to prepare for?	Yes / No	<input type="text"/>

**Marketing:**

Leads/Enquiries last week:	<input type="text"/>	Target is	<input type="text"/>
Rate the quality of the leads/enquiries:	<input type="text"/>	out of 10	
Which strategies need tweaking?	<input type="text"/>		
Strategies that need to be implemented?	<input type="text"/>		
Strategies that need preparation?	<input type="text"/>		

**Sales:**

Conversion Rate last week:	<input type="text"/>	Target is	<input type="text"/>
Overall Conversion Rate for YTD:	<input type="text"/>	Target is	<input type="text"/>
Sales to prepare for this week:	<input type="text"/>		
How can we improve CR?	<input type="text"/>		

**Operations:**

Diary check of the week done	Yes / No
Items that need preparation/organisation:	<input type="text"/>
Any issues that need to be addressed?	<input type="text"/>

**Team:**

Who requires and what training for:	
Upskill training?	<input type="text"/>
Re-training?	<input type="text"/>
Any team issues requiring our attention?	<input type="text"/>
Rate how our culture was last week?	<input type="text"/> out of 10

**Finance:**

Revenue for last week:	\$ <input type="text"/>	Target is	<input type="text"/>
Profit for last week:	\$ <input type="text"/>	Target is	<input type="text"/>
Revenue YTD:	\$ <input type="text"/>	Target is	<input type="text"/>
Profit YTD:	\$ <input type="text"/>	Target is	<input type="text"/>
Cashflow projection updated:	Yes / No		
Any outstanding bills (in or out):	Yes / No	<input type="text"/>	
Any upcoming tax requirements:	Yes / No	<input type="text"/>	

**General comments for the week:**