



# MEETING CALENDAR OR THE YEAR

Frequency	Meeting	Purpose
<b>Yearly</b>	<ol style="list-style-type: none"> <li>1. Individual Goal-Setting meetings with staff</li> <li>2. Re-Certification of Company SOP's</li> <li>3. Yearly Company Goals/Strategy/Focus</li> <li>4. Team Retreats</li> </ol>	<ol style="list-style-type: none"> <li>1. Understand each person's goals and motivation</li> <li>2. Ensure that the entire team is up-to-date on new SOP's and review company mission, core values, ethos</li> <li>3. Give clarity and direction to the entire team</li> <li>4. Fun bonding trip to enhance unity, camaraderie and team morale</li> </ol>
<b>Quarterly</b>	<ol style="list-style-type: none"> <li>1. All Hands Quarterly Review Meeting</li> <li>2. Progress Report with Staff to Individual Goals.</li> <li>3. Leadership Team Performance Review</li> </ol>	<ol style="list-style-type: none"> <li>1. 90 Day action plan review - Assess performance of previous plan and share current plan from each department</li> <li>2. 20-30 min meeting on progress update towards individual goals to ensure everyone is on track and addressing where they may need additional support</li> <li>3. Ensure that we are on pace to hit our yearly targets - Assess where we need to grow</li> </ol>
<b>Monthly</b>	<ol style="list-style-type: none"> <li>1. All Hands Meeting</li> <li>2. Team Activity/Outing</li> <li>3. Review All Metrics with Leadership Team</li> <li>4. Create New Action Plan for Upcoming Month Based on Metrics.</li> </ol>	<ol style="list-style-type: none"> <li>1. Update the entire team on monthly events, wins, performance review and monthly focus</li> <li>2. Outside of work bonding - Connect with the team on a personal level</li> <li>3. Have an accurate awareness of numbers so we can manage what we want to measure</li> <li>4. <b>Assess, Analyze and Adapt</b> based on what is working and isn't working towards our goals</li> </ol>
<b>Weekly</b>	<ol style="list-style-type: none"> <li>1. Team Trainings (60-75 minutes)</li> <li>2. Program Review with Goals and Targets</li> <li>3. Client Engagement Follow-Up Plan</li> <li>4. Follow-Up Plan with Sales Team and Account Management Team</li> </ol>	<ol style="list-style-type: none"> <li>1. Always stay sharp and continue to learn and practice our craft to ensure the highest level of professionalism</li> <li>2. Programming team review on overall engagement and athletes' performance (body fat loss, PR's in class, outside accomplishments, etc.)</li> <li>3. Account management team to review all low attendance clients and success clients and share follow up action plan with coaching staff and marketing team</li> <li>4. Review our follow up frequency, create new creative ways of outreach, and ensure high engagement on our part</li> </ol>
<b>Daily</b>	<ol style="list-style-type: none"> <li>1. Review Daily Numbers with Leadership Team</li> <li>2. Training Scenarios with Coaches, Sales Team and Front Desk</li> </ol>	<ol style="list-style-type: none"> <li>1. Have a high level of awareness on daily reports to control the trends Strategize where we are doing well and where we need work. Call out any issues that need to be addressed in training</li> <li>2. 30-minute daily huddle with each team to go over daily plan and practice scenarios we might encounter with a client</li> </ol>