TACTICAL MEETING

1   **CHECK-IN**
One at a time. Call out distractions, get present. No discussion.

2   **CHECKLIST REVIEW**
Facilitator reads checklist of recurring actions; participants respond "check" or "no check" to each for the preceding period (e.g. prior week).

3   **METRICS REVIEW**
Each role assigned a metric reports on it briefly, highlighting the latest data.

4   **PROJECT UPDATES**
The Facilitator reads each project and asks: "Any updates?" The project owner either responds "no updates" or shares what's changed since the last meeting. Clarifying questions allowed, but no discussion.

SURFACE DATA

5   **BUILD AGENDA**
Build agenda of tensions to process. One or two words per item.

6   **TRIAGE TENSIONS**
To Process Each Agenda Item:

A	B	C	D
Facilitator asks: "What do you need?"	Agenda item owner engages others as-needed	Capture any accepted next-actions or projects	Facilitator asks: "Did you get what you need?"

7   **CLOSING ROUND**
Each person can share a closing reflection. No discussion.

5 PATHWAYS

"What Do You Need?"

You may need more than one to address a tension.

REQUEST A NEXT-ACTION
A "Next-Action" is a single physical, visible act that moves something forward.

REQUEST AN OUTCOME/PROJECT
A "Project" is any multi-step outcome with a definite endpoint.

REQUEST INFORMATION/HELP
Ask for data, opinions, or ideas, to help you get clarity.

SHARE INFORMATION
Announce or share anything you need the Circle to know.

TRY TO SET A NEW EXPECTATION
Expectations can only be set in Governance meetings. Capture an output to take the tension to a Governance meeting.