

The Weekly Tracking Meeting

Catching what's going wrong while there's still time to do something about it.

“Are we doing what we said we would do?”



Every Thursday



08:00 AM

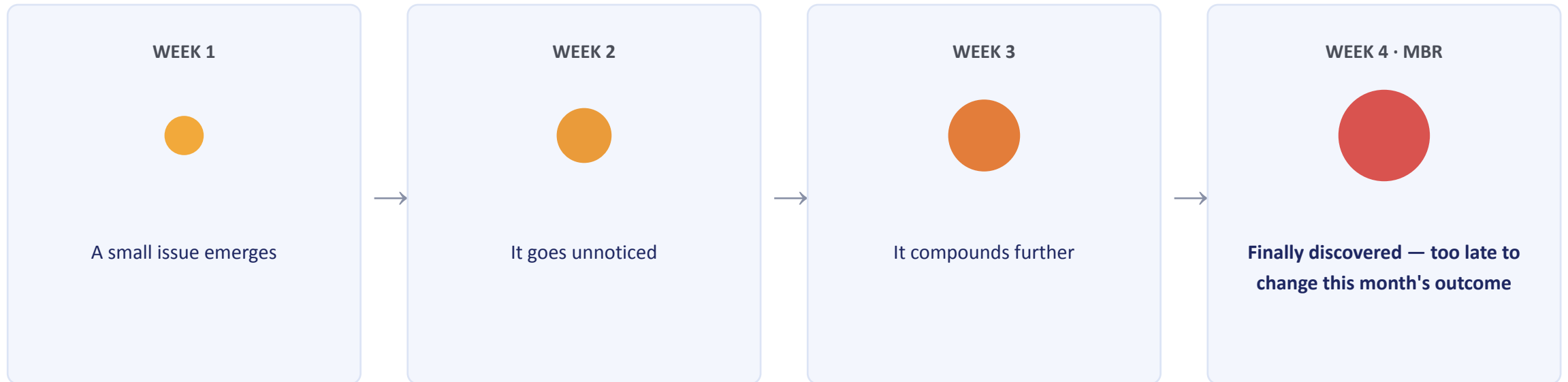


All Departments

This meeting is not a monthly version of the Monthly Business Review — it has a different job to do.

By the End of the Month, It's Too Late

Monthly reviews are reflection. By the time the numbers are in, the period they describe has already closed.



The Weekly Tracking Meeting exists to close that blind spot — catching issues in Week 1 or 2, while there is still time to act.

Two Meetings, Two Jobs

Weekly Tracking and the Monthly Business Review are not the same meeting on a different schedule.



WEEKLY TRACKING

“Are we doing what we said we would do?”

Activity. Owners. Deadlines. Progress.

Catches problems inside the period, while there is still time to fix them. Informs the wider cross-functional team and keeps momentum moving week to week.



MONTHLY BUSINESS REVIEW

“Are we getting the outcomes we need, and why or why not?”

Performance. Insight. Dependencies. Decisions.

Reflects on outcomes after the period has closed. Surfaces cross-functional bottlenecks and agrees what must change next month.

Weekly catches. Monthly reflects. Together they close the loop.

How the Meeting Runs

Following up on our previous VUCA sessions.



WHEN

Every Thursday, 08:00 AM



WHO

All departments



FOCUS

Departmental updates, KPIs,
and outcomes for the week



OUTCOME

Alignment, accountability, and
results-driven performance



BEFORE THE MEETING

Liaise with your HOD today to confirm what you'll be presenting, along with the KPIs you'll be working on for the week — these will form your departmental outcomes for the meeting.

Why It Matters

Three reasons a weekly cadence changes how the business actually performs.



Catches issues early

Problems get flagged and addressed inside the period they occur in — not discovered weeks later, once it's already too late to change the outcome.



Informs the wider team

Cross-functional visibility every week means no department gets blindsided by another team's issue, or finds out about a dependency too late.



Keeps momentum moving

A weekly rhythm turns plans into consistent action — replacing a monthly sprint-and-stall pattern with steady, visible progress.

Let's continue driving clarity, collaboration and measurable outcomes together.

Together, Let's Turn Plans Into Performance

BEFORE THURSDAY

- Liaise with your respective HOD today
- Confirm what you'll be presenting, and the KPIs you're working on this week
- Come ready to share clarity, collaboration and measurable outcomes

THE WEEKLY / MONTHLY LOOP

Weekly Tracking

Catches issues while there's still time to act



Monthly Business Review

Reflects on outcomes and agrees what changes next



Next Weekly Tracking

Tests whether that change is actually happening

Thank you for your cooperation and commitment.