Team Leads Sync

Charter for a cross-functional decision-making meeting

Context: I designed and ran this biweekly sync for functional leads, and owned its action-item page. It replaced status roundtables with a forum for decisions, blockers, and process standardization. Presented to the leadership team as a short deck; reproduced here as a charter.

Cadence: biweekly · Thursdays · 45 minutes · **Source of truth:** one shared Cross-Functional Action Items page

Why This Meeting Exists

- One source of truth for cross-functional alignment
- Surface and clear blockers together; eliminate silos
- Work through internal operations and process improvements

"This meeting is meant to help the organization improve. Let's solve problems together."

A Decision-Making Forum, Not a Status Meeting

This meeting IS	This meeting is NOT
Decision-making and problem-solving	A status update
Clearing cross-functional blockers	A check-in or roundtable recap
Ensuring cross-functional communication	Passive information sharing
Building action plans with owners	A place to soften or avoid hard topics
Accountability for follow-through and high standards	A complaint session

How the 45 Minutes Breaks Down

#	Segment	Time	What happens
1	Action item review	5 min	Status on items from the last sync
2	Cross-functional blockers	15 to 20 min	Issues needing input from another function (submitted by end of day Wednesday)
3	Standardization spotlight	15 to 20 min	Introduce a new practice, check adoption, or troubleshoot one that isn't sticking
4	Group decisions	5 to 10 min	Anything needing buy-in across functions
5	Parking lot	5 min	Announcements, updates, hiring (time permitting)

Standardization Spotlight

Where new standard processes and SOPs get introduced:

1. **Introduce:** roll out a new practice or SOP to the leadership team
2. **Check adoption:** confirm a recent practice is actually in use
3. **Troubleshoot:** work through why a practice isn't sticking, and fix it

Leads are expected to cascade the standard to their teams, not just acknowledge it in the room.

Show Up Prepared

- **Submit topics ahead of time:** blockers go on the action-item page by end of day Wednesday
- **Read the material first:** no cold reads in the room
- **One source of truth:** all notes and actions live on the shared page
- **No topics, no meeting:** if there's nothing to decide, the sync is cancelled that week

The Standard

- Every lead comes with thoughts, prep, and an opinion
- Every open item leaves with an owner and a date
- The meeting owner closes the page each week so statuses and dates stay current
- Accountability applies here and in what we model for our own teams

Solve it here. Cascade it out.

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