

AREA	
DATE + TIME	
MEETING LEAD	
SERVICE TIP OF THE DAY	

### SAFETY and SECURITY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### RECOGNITION (tied to business results)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### PRIOR SHIFT SCORECARD:

Wins and Losses: *Notes on Prior Shift*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### BIRTHDAYS / ANNIVERSARIES

\_\_\_\_\_

\_\_\_\_\_

### NOTICES:

- New Products or Services

\_\_\_\_\_

- Shift Sales Goals

\_\_\_\_\_

- Operational Performance

- Sales / Costs

- Cleaning / Organization

### SPECIAL EVENTS

\_\_\_\_\_

\_\_\_\_\_

### TEAM SIGN OFF

_____	_____
_____	_____
_____	_____