



CREW MEETING AGENDA

Crew meetings should be held every period using this agenda. Meetings may be lead by the GM or Co-Mgr.

This form should be retained and referred to during your next crew and manager's meeting.

Store #: _____ Period: _____ Date: _____ Leader: _____

1. Recognize crew members who performed an outstanding deed/task since the last meeting.	
NAME	What was done to receive recognition?

2. Recognize areas in the store that have improved since the last meeting.	

3. Recap the last meeting's goals and tactics for improvement.	

4. Team goals for Sales Building:	Tactics for accomplishing:

5. Food Cost Concerns:	Tactics for improvement:

6. Product Concerns:	Tactics for improvement:

7. Service Concerns:	Tactics for improvement:
8. Cleaning Goals:	Tactics for accomplishing:
9. Advertising for the next 4 weeks:	
10. Coupon Offers and Specials:	
11. Other Store Goals:	
12. Other items to be discussed:	

DATE OF NEXT MEETING / / **TIME** :