

Business Strategy / Operational Systems

Design a meeting cadence (daily standup, weekly tactical, monthly strategic, quarterly offsite) with agendas and outcomes.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Meeting Management, Team Alignment, Operational Cadence

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Why This Prompt Exists

Most meetings are too many, too long, or too unstructured — wasting time and energy.

You get:

- meetings without clear agendas (wandering)
- meetings without outcomes (no decisions made)
- too many attendees (people who don't need to be there)
- no rhythm or cadence (reactive scheduling)
- meeting fatigue (too much time in meetings, not enough doing)

But a meeting rhythm is not bureaucracy.

It is a cadence that keeps teams aligned without over-communicating.

- Daily standup (15 min): what did you do yesterday, today, blockers
- Weekly tactical (60 min): priorities, progress, problems
- Monthly strategic (90 min): metrics, initiatives, resource allocation
- Quarterly offsite (half day): strategy, planning, team building

Without a meeting rhythm, you either meet too much or not enough.

This framework forces AI to design a meeting cadence that works for your team.

The Prompt

Assume the role of an operations strategist who designs efficient meeting rhythms.

Your task is to create a meeting cadence system.

Generate:

1. DAILY MEETING (if applicable)

- Type: Standup / Check-in
- Duration: 15 minutes
- Attendees: Core team
- Agenda: What did you do yesterday? Today? Blockers?
- Desired outcome: Alignment, unblocking

2. WEEKLY MEETING

- Type: Tactical / Team meeting
- Duration: 60 minutes
- Attendees: Full team
- Agenda: Priorities, progress, problems, decisions
- Desired outcome: Accountability, coordination

3. MONTHLY MEETING

- Type: Strategic / Business review
- Duration: 90 minutes
- Attendees: Leadership team
- Agenda: Metrics review, initiative progress, resource planning
- Desired outcome: Strategic alignment

4. QUARTERLY MEETING

- Type: Offsite / Planning
- Duration: Half day (4 hours)
- Attendees: Entire team (or leadership)
- Agenda: Quarterly review, next quarter planning, team building
- Desired outcome: Strategy reset, team alignment

5. MEETING RULES & GUIDELINES

- No agenda, no meeting
- Start on time, end on time
- Decision documentation
- Action item tracking

INPUTS:

Team Size:

[INSERT NUMBER]

Remote or In-person:

[REMOTE / HYBRID / IN-PERSON]

Current Meeting Pain Points:

[LIST OR "UNKNOWN"]

Current Meeting Count (avg per week):

[INSERT NUMBER]

Decision-Making Style:

[CONSENSUS / TOP-DOWN / HYBRID]

RULES:

- Daily standup: only for teams doing collaborative work
- Weekly tactical: keep to 60 minutes (or less)
- Monthly strategic: leadership only (not whole team)
- Quarterly offsite: worth the investment for alignment
- No agenda, no meeting (cancels automatically)
- End meetings 5 minutes early (transition time)
- Document decisions and action items

How To Use It

- Daily standup only if team is working on shared projects.
- Keep weekly tactical to 60 minutes (use timer).
- Monthly strategic: leadership only, not whole team.
- Quarterly offsite: worth the investment for alignment.
- No agenda, no meeting — cancel if no agenda.

Example Input

Team Size: 8 people (founder + 5 operators + 2 support)

Remote or In-person: REMOTE (distributed across time zones)

Current Meeting Pain Points: Too many meetings (15+ per week), no agendas, decisions not documented, same issues discussed repeatedly

Current Meeting Count: 15 hours per week per person (unsustainable)

Decision-Making Style: HYBRID (founder makes strategic decisions, team makes tactical)

Why It Works

Most meetings are inefficient.

This framework improves outcomes by forcing:

- daily alignment (unblocking)
- weekly accountability (progress)
- monthly strategy (direction)
- quarterly planning (horizon)
- meeting discipline (efficiency)

Great meeting rhythms don't fill calendars — they create alignment and accountability.

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