Reset Meeting Agenda Template

Purpose:

This agenda ensures your **Partnership Reset** kickoff meeting is focused, efficient, and fact-based. It provides a structured flow that helps both teams align on the problem, the fix, and how progress will be tracked—avoiding emotional derailments or vague commitments.

When to Use:

Run this meeting immediately after deciding to move forward with a Partnership Reset, and repeat elements during regular reset check-ins.

Meeting Duration:

60–90 minutes

Agenda Overview:

1. Welcome & Purpose (5–10 minutes)

- State the goal of the reset (e.g., "to address current performance gaps with a structured improvement plan over the next 30–60 days").
- Reaffirm shared intent to deliver exceptional results for the end client.

2. Recap of Current Challenges (10–15 minutes)

- Present specific, documented examples of recent performance issues (missed deadlines, quality concerns, scope misunderstandings).

- Avoid vague statements—focus on measurable facts.

3. Agree on Measurable Fixes (15–20 minutes)

- Identify the top 2–3 performance improvements that will make the biggest difference.
- Assign metrics and deadlines for each.
  - Example: *Increase first-draft acceptance from 60% to 85% within six weeks.*

4. Assign Clear Owners (10 minutes)

- Name a primary owner for each fix—one on your side and one on the partner's.
- Confirm that owners have authority to act and allocate resources.

5. Set the Check-In Schedule (5–10 minutes)

- Agree on weekly or biweekly meetings during the reset period.
- Define the format for these check-ins (e.g., dashboard review, KPI updates).

6. Define Progress Tracking & Documentation (10–15 minutes)

- Establish a shared location (e.g., project management tool, shared doc) for tracking progress and logging issues.
- Confirm who will update it and how often.

7. Confirm Commitment & Next Steps (5 minutes)

- Both sides agree to the reset plan, metrics, and timelines.
- Schedule the first check-in.

Pro Tip: Print this agenda for all attendees and send a digital version in advance so both teams arrive prepared with data, examples, and potential solutions