

Pre-shift meeting agenda

One page, run it standing up, 7 to 10 minutes

1. Yesterday in numbers (1 min)

Read it off the POS report, not from memory.

Covers: _____

Sales vs. forecast: _____

Top seller: _____

One miss (what went wrong): _____

2. Today's forecast and reservations (1 min)

Covers expected: _____

Reservations and large parties (time, size): _____

Weather, event, or local note: _____

Who's on today (call-outs, cuts): _____

3. 86'd and specials (2 min)

Say the sell line out loud once. That's the line servers will actually use.

Item	Status	Talking points

4. Guest and VIP notes (1 min)

Time	Party	Need

5. One standard to reinforce (1 min)

One only. Not a list of everything that's wrong.

This week's standard: _____

Why it matters (the risk or the miss): _____

How we'll check it tonight: _____

6. Assignments and sidework (2 min)

Station or section	Who	Sidework

7. Questions from the team (1 min)

- What do you need from the kitchen tonight?
- Anything left unresolved from last night?
- Any 86 or allergen concern before doors open?

8. Sign-off

MOD: _____

Date: _____

Shift: _____