

Frequency

Once a month

Duration

2 hours (or as appropriate)

Chair

Transformation Lead

Attendees

Transformation Team, Workstream Leads and business stakeholders (optional)

Transformation Performance

Macro view of Transformation Outcome and the Investment Ratio

Workstream Progress

- Workstream performance
- Blockers
- Transformation Kanban review

Transformation Retro

Cross-workstream review of how the transformation is “operating”, what is going well and what needs to be improved

Forward Look

Bringing attention to any future meetings or important events