Quarterly Business Review

[Company or client name] [Quarter, year]

Date	[Month day, year]	**Led by**	[Name]
Attendees	[Names]	**Next review**	[Date]

Results against goals

Goal	Target	Result	Comment
[Goal]	[0]	[0]	[Comment]
[Goal]	[0]	[0]	[Comment]
[Goal]	[0]	[0]	[Comment]

What went well

[Two or three wins, with evidence.]

What did not go well

[Two or three problems, and what caused them.]

Goals for next quarter

Goal	Measure	Owner
[Goal]	[Measure]	[Name]
[Goal]	[Measure]	[Name]
[Goal]	[Measure]	[Name]

Actions

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]