

Executive Reporting Meeting Contract

A practical meeting-contract worksheet for deciding whether executive reporting pain starts in the room, the metric rules, or the data stack.

1. Write the meeting contract before rebuilding the deck

- Decision this meeting exists to support: _____
- Approved metric set for the room: _____
- Confidence level required for each number: directional / decision-grade / board-grade
- Owner who can settle disputes before the meeting: _____

2. Sort the pain by failure type

- Meeting-design issue: the question, confidence bar, or owner path changes live in the room.
- Definition issue: teams use the same label but mean different things by it.
- Stack issue: the meeting contract is clear, but source logic, pipelines, joins, or refreshes cannot carry it.

3. Use this no-theater rule

- No number enters the executive reporting meeting without a named use case, a confidence label, and a dispute owner.
- Recurring caveats are not notes. Treat them as unassigned operating decisions until they have an owner and review date.

4. Decide the next fix

- If the room cannot state the decision in one sentence, tighten the ask before touching the dashboard.
- If the number means different things by team, run a metric-alignment diagnostic before polishing the packet.
- If the meeting contract is stable but systems still break, fund the foundation work directly.

Next step: use Translate the Ask when the question is fuzzy; use Three Teams, Three Numbers when teams cannot agree which number wins.