

PREVIEW EDITION · THE OPERATING LIBRARY

The Meeting Operating System

The complete meeting architecture: five operating rhythms, four meeting types, the decision capture system, and a three-level escalation pathway.

One complete framework, shown in full. The operating system that surrounds it lives inside the volume.

CHARTER MEMBER PRICING · 25% OFF · FIRST 14 DAYS



WORLD-CLASS OPERATING KNOWLEDGE

01

THE PROBLEM THIS REMOVES

02

ONE COMPLETE FRAMEWORK,
IN FULL

03

WHAT THE FULL VOLUME
HOLDS

04

HOW TO OWN IT

THE FRAMEWORK · SHOWN IN FULL

The Decision Capture System

Decisions that are not documented are not decisions. They are conversations. Six fields, captured before anyone leaves the room, are the difference between alignment and a decision.

- 1 THE DECISION**
Written in one sentence, in plain language, so it can be read six months later by someone who was not in the room. If it takes a paragraph, more than one decision is hiding inside it.
- 2 THE OWNER**
One person. Never a team, never a department. Shared ownership becomes zero ownership the moment there is pressure, and two executives each believing the other owned it is a structural failure, not a communication one.
- 3 THE DATE FINALIZED**
When the decision was actually made, which is what allows you to distinguish a decision from the ongoing discussion that preceded it and to detect when something is being quietly re-litigated.
- 4 DEPENDENCIES**
What this decision touches and who needs to know. This is the field that prevents a customer-facing team learning about a pricing change from a draft spreadsheet.
- 5 THE DEADLINE**
A decision without a deadline is not a decision. It is an open negotiation, and any participant can reopen it at any time. In week four, somebody always does.
- 6 THE ESCALATION PATH**
Who resolves it if it stalls, and at what point. Escalation should feel procedural, not personal, and defining it in advance is what makes that possible.

HOW TO USE IT

Add ninety seconds to the end of every decision meeting to capture all six fields. If the meeting runs long, trim discussion. Never trim the capture.

INSIDE THE VOLUME

You just used one. The system has more.

FRAMEWORKS, TOOLS & TEMPLATES INSIDE

- | | |
|--|---|
| + The Five Operating Rhythms (Pulse, Heartbeat, Calibrate, Recalibrate, Architect) | + The Four Types of Meetings |
| + The Weekly Execution Meeting (five sections) | + The Accountability Loop (seven steps) |
| + The Three-Level Escalation Pathway | + Meeting Debt and how to measure it |
| + Meeting Theater and what it costs | + The Coordination Failure Loop |
| + The operating maturity diagnostic | |

AFTER THIS VOLUME YOU CAN

- Name the type of every recurring meeting, and cancel the ones that have no type
- Capture decisions so they stop reappearing six weeks later
- Assign a single accountable owner to every decision
- Route escalations by level instead of by relationship
- Score your organization on the five-band operating maturity diagnostic

Most accountability problems are systems problems. Not motivation problems. A decision without a single named owner is merely a recommendation, and if decisions disappear after the meeting, the meeting never systemically happened.

START HERE

The Meeting Operating System



THEN READ

Pairs with Vol. 08 (The Operational Clarity Playbook) and Vol. 16 (The Decision-Making System)



OWN THE SYSTEM

The Complete Library

OWN THE VOLUME

The Meeting Operating System

Founders, COOs, operations leaders, and fractional executives whose calendars are full and whose decisions still take too long.

- ☐ The five operating rhythms
- ☐ The decision capture system
- ☐ Weekly execution meeting structure
- ☐ Three-level escalation pathway
- ☐ The operating maturity diagnostic

CHARTER MEMBER · 25% OFF · FIRST 14 DAYS

\$59

\$44

CHARTER PRICE · ONE-TIME · LIFETIME ACCESS

BECOME A CHARTER MEMBER

After the 14-day charter window: \$59. Pairs with Vol. 08 (The Operational Clarity Playbook) and Vol. 16 (The Decision-Making System)

MORE THAN ONE FRAMEWORK

The framework you just used is one piece. The volume is the whole operating system.

CHARTER PRICING

25% off for the first 14 days. After that, the full price holds.

YOURS FOR GOOD

Buy once. Lifetime access, including future updates.

VERK VIBE PUBLICATIONS

LIFETIME ACCESS

INSTANT PDF

PROPRIETARY FRAMEWORKS

The frameworks, operating models, diagnostic systems, and tools in The Operating Library are proprietary intellectual property of JRO & Associates, LLC and Verk Vibe Publications. This preview may be shared in full, unaltered. © 2026.