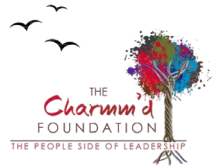


TEAM MEETING AGENDA



Facilitated by:

If facilitators rotate, show rotation here.

Date / /

Time ___:___ am / pm

CHECK-IN

This can be anything from “Share your favorite weekend adventure” to “On a scale of 1– 10, how are you doing today?” to “What are you looking forward to working on this week?”

REFLECTION

The facilitator chooses to read one of the following, then asks a reflective question for all to sit with and then answer.

- Vision
 - Mission
 - Organizations
 - Values
 - SWOT
 - Overarching goals
 - Something else the organization focuses on
-

GOALS, OBJECTIVES, AND RESULTS

- Share annual goals and YTD results.
 - Share quarterly objective(s) and current results.
-

MEETING TOPIC

Include any prep work for this topic in the email.

WRAP UP

- Next steps.
 - A final reflection from all. (Depending on time, this may just be “one word” of how all are currently feeling.)
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NOTES

- The next steps are then recorded and one person who is the champion of this task adds these steps into [Chamm'd Timetable Template](#) with other tasks Chamm'd is scheduled to accomplish.
 - At the bottom of the agenda is a parking lot of other topics the team would like to discuss in future meetings. Those topics that are of priority are highlighted. This makes it easy for the person who will be facilitating to decide on a meeting topic.
-