Suggested structure/format for Team Meetings

The Purpose of these meetings is to:

1. Keep each member informed and up to date on Company matters that impact them.
2. Make timely, informed decisions within the authority of their responsibilities.

2. Have each member be succinct, clear, and precise in their communications.

3. Expand each member's leadership and communication skills.

4. Have every meeting be efficient and valuable to each member.

5. Strengthen the “Culture of Coaching” within the team.

A. Logistics
    a. Hold regular weekly meetings, on a day of the week that best fits into the team’s schedule, approximately every month.
    b. Prepare and distribute a typed agenda in advance.
    c. At the beginning of each meeting, review and gain approval of the prepared agenda. Make changes or additions as needed.
    d. Stick to agreed on start and stop times.
    e. If desirable, alternate the team meeting leader for each meeting.

B. Process
    a. Start on time, no matter who is late or missing.
    b. Stop on time, unless the group agrees to go later for a specified length of time.
    c. After an appropriate series of meetings are chaired by Bonnie, chose a new team member to chair that meeting.
    d. Eventually, each team member will have the responsibility to be chair.

C. Format
    a. The Chair uses the agreed-upon format. Their role is to:

i. Gain agreement on the agenda and the time limits for each element.
ii. Manage the conversation:
    1. Watch the time, intervening as needed to stick to agreed-upon time commitments.
    2. Keep the members on topic, intervening when they are not.
    3. Prevent any member from dominating a discussion or speaking for too long.
    4. Question speakers for needed clarity.
iii. Use and enforce the Communication Guidelines and Promises.

b. The agenda is segmented under three key areas:
    i. Shared information - what's going on in or around the business that impacts individual members or the whole team.
    ii. Discussion for clarity - issues, concerns, or problems impacting the team that do not require a decision or resolution at the moment.
    iii. Decision making - Issues, concerns, or problems that require a decision at this meeting.
c. Each agenda item is allocated a time period in which to be handled. The Chair will enforce the time limits unless the team agrees to an extension.
d. A "Round Robin" opportunity is inserted as the first item on the agenda, each member given 3-5 minutes to share any business-related issue.
e. Insert an element of *Robert's Rules of Order* into the process:
    i. When an issue has been defined and determined to require a decision, no further discussion ensues until there is a Motion made and seconded. Discussion may then proceed as usual until the Chair or a member "calls the question".
    ii. The team may then proceed to an actual vote or continue until a consensus is reached.

f. If preparation has been requested/required before a meeting, then anyone not doing so will be:
    i. Asked to leave to complete the assignment, or
    ii. May not participate in the discussion/decision.