

Meeting Agenda

Goals:

1. Connect.
2. Choose an opportunity.
3. Choose a challenge/problem.
4. Improve.

Item one: Strengthen connection.

Ask three or four people to complete the following sentence for one person at the table.

“Mary, when I see you at your best, I see you”

Instructions:

1. Be specific.
2. Look at Mary when you speak.
3. Use Mary’s name.

Item two: Identify and choose one opportunity to pursue, assuming you understand mission and vision.

Discuss opportunities in small groups of two or three.

1. Debrief and list opportunities on the whiteboard.
2. Everyone votes for the opportunities they would most like to pursue. Everyone has three votes that must be used on three separate items.
3. Assign a small team to explore the opportunity and come to the next meeting with recommendations.

Item three: Identify and choose one problem/challenge to address. (Same process as item #2.)

Item four: What agenda items might you suggest for our next meeting? (Don’t commit to any agenda items, simply ask for suggestions.)

Item five: Improve.

1. What worked in this meeting?
2. What could we do better in our next meeting?

Item six: Schedule next meeting. Adjourn.

Notes: