SUCCESS TEAM MEETING GUIDELINES

Focus of the team is on team members taking action

❑ Goal setting, clarifying issues, maintaining a structure for the meeting, networking, practice, feedback reporting of action

Having a consistent structure will greatly enhance your experience and achievements

❑ **Set up Ground Rules.** Here are some good ones:
  ➢ Show up – on time, every time!
  ➢ Each person talks for 10-15* minutes without interruption (*depending on how many people are on the team)
  ➢ Abide by the rules of brainstorming** (see below)
  ➢ Assign a leader or facilitator for each meeting
  ➢ Remember your role is to help others, give generously
  ➢ Ask for what you need

❑ **Use a timer** to keep everyone on time and on track

❑ Don't interrupt with ideas when someone is "on the clock." Wait until they are through speaking, then jump in with your ideas.

❑ **Rotate roles**. (facilitator, notetaker)

❑ **Develop a standard format for note taking.** Here's an example that is easy to replicate (once set up, only lines 3 and 4 will change week to week):
  ➢ Line 1: Name
  ➢ Line 2: Goal (or job title)
  ➢ Line 3: Last week's achievements
  ➢ Line 4: This week's goal – what they commit to doing
  ➢ *IMPORTANT: Send notes out within 12-24 hours of the meeting!*

❑ **Keep your commitments** – don't make excuses. This is a perfect time to ask the team for help! They'll hold you accountable, and you'll hold them accountable. If someone doesn't keep their commitment (doesn't meet their week's goal) ask how you can help. If someone needs a phone call every day throughout the week, have each member pick a different day to call and offer encouragement and support.

❑ **Evaluate your team effectiveness** every two to three weeks. Ask yourselves:
  ➢ Are we doing all we can to help each other overcome problems and fears?
  ➢ Am I pulling my weight by offering plenty of ideas and assistance?
  ➢ Am I asking for what I need?
  ➢ Are we keeping time effectively, using the rules of brainstorming and monitoring our performance relative to our weekly goals?
  ➢ What improvements should we make, if any?
  ➢ Are we rotating leadership, note taking and time keeping chores?

RULES OF BRAINSTORMING

• No idea is a bad idea • Don't evaluate ideas during brainstorming • Don't give the history of how you thought of the idea, just say it quickly. Brainstorming should be fast! • Give everyone a chance to suggest ideas	• Once brainstorming is over, don't dismiss any ideas. Review each carefully and ask, "How might I make this (crazy) idea work?" Ask for more ideas about that. • Be creative! Be innovative! Have fun! Be daring!