Untitled Leader

The 15-Minute Captain's Team Meeting

One goal. Everyone talks once. End on time.

Fill in before the meeting

Date: _____ **Our one goal today:** _____

Check-in question (pick one from page 2): _____

The agenda

Time	What happens	What you say
2 min	**Open.** Thank people for coming and say the one goal.	"Thanks, everyone. Today is about one thing: ____. We'll be done in 15 minutes."
3 min	**Check-in.** One question, quick answers, everyone goes.	"Quick round. One sentence each: ____?"
7 min	**The main thing.** One topic: a standard, a problem, a goal or a game plan. Ask before you tell.	"Here's what I'm seeing. What are you seeing?"
2 min	**Agree on a next step.** One action, who does it, by when.	"So this week we're going to ____. Who's in?"
1 min	**Close.** Name one teammate who did something the team values.	"Shout-out to ____ for ____. See you at practice."

Rules that make it work

- **Keep it short and end on time.** A meeting that runs long teaches people to stop coming.
- **Everyone talks once before anyone talks twice.** The check-in round makes this easy.
- **Ask before you tell.** Teammates commit to what they helped decide.
- **Talk to the coach first** about anything big: lineups, discipline, schedule changes.
- **Never call out one person in the meeting.** Hard conversations about one teammate happen privately.

Your first meeting as captain

Use the agenda with this main topic: **"What kind of team do we want to be?"** Ask each person for one word and write the words where everyone can see them. Then agree on one or two standards that would show it, such as "we're on time for the bus" or "we pick each other up after mistakes."

SAY THIS

> *"I don't want this to be my team. I want it to be our team. So before I say anything, I want to hear from you."*

After the meeting: next step agreed _____ Who: _____ By when: _____

40 Check-In Questions for Team Meetings

Pick one per meeting. Go around the circle. About ten seconds per answer.

Getting to know each other (early season)

1. What's one thing most of the team doesn't know about you?
2. Who got you into this sport or activity?
3. What's your favorite memory from a past team?
4. What's one song that should be on our warm-up playlist?
5. What's something you're good at outside of this team?
6. What do you want to get better at this season?
7. What's the best advice a coach ever gave you?
8. Who's a teammate (past or present) you look up to, and why?
9. What's one thing that helps you play your best?
10. What's one thing a teammate can do that makes your day better?

How we're doing as a team (any week)

11. On a scale of 1 to 5, how's your energy this week?
12. What's one thing our team did well this week?
13. What's one thing we should do better next week?
14. Who on the team helped you out recently?
15. Where are we living up to our standards? Where aren't we?
16. What's one thing that would make practice better?
17. Is anyone feeling left out? What could we do about it?
18. What's something you're proud of from this week?
19. What's one habit we should start as a team?
20. What's one habit we should stop?

After a game or a tough practice

21. What's one play or moment you're proud of?
22. What's one thing you'd do differently?
23. Who made a play nobody noticed?
24. What did we control today, and what didn't we?
25. What's one thing we learned?
26. When did we look most like the team we want to be?
27. When did we stop looking like that team?
28. What does each of us need before the next game?
29. What's one word for how you feel right now?
30. What's one thing we'll do at the next practice because of today?

Looking ahead (goals and big games)

31. What would make this season a success for you?
32. What's one goal we can hit in the next two weeks?
33. What will we need from each other in the big game?
34. What's one thing you'll do to prepare this week?
35. Looking back at season's end, what would we want to say about this team?
36. What's one thing a younger player should learn from this team?
37. What pressure are you feeling, and how can we help?
38. What's one way you can lead this week, even without a title?
39. What does our team do better than anyone else?
40. What do we want to be known for?