TEN-MINUTE TEAM DISCUSSION

How We Meet

Use it when: Your first or second meeting as the person running it.

The situation: You're running the team's meetings now. Everyone has different ideas about what a good meeting looks like, and nobody has said them out loud.

LEADER OPENS WITH

Work: "Before we get into today's topic, let's spend ten minutes agreeing on how we want our meetings to run."

Team or club: "Let's make our team meetings short and useful. Ten minutes now to agree how we'll run them."

Run it

1. **2 min** Ask: "What makes a meeting worth your time?"
2. **5 min** Agree on three meeting norms, such as start on time, phones away, and decisions written down.
3. **3 min** Pick who keeps time and who writes the recap, and rotate those jobs each meeting.

We agreed

Check-in owner: _____ **Date:** _____