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**HPT GENERAL Meeting Agenda (60mins)**

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| **Context & Roles** | |  |  | | --- | --- | | **Date & Time:**  **Location:**  **Attendees:**  **Apologies:**  **Chair & Moderator:**  **Live Notes:** |  | | | |
|  | **Agenda Item** | **Lead** | **Time** |
| **Item 1**  ***Inclusion*** | **Welcome and Acknowledgement of Country**  **Organisation Mission / Motto**: *(Insert)*  **Team Purpose:** *(Insert)*  **Team Meeting Purpose:** *(Insert)*  **Moderator**, **Ground Rules** and **Chatham House Rules** | Chair | 1 min |
| **Item 2**  ***Support*** | **Warm-Up (Check-In)\***  One word barometer & Ice-breaker (set by Chair) *(\*teams larger than 6, split into smaller groups of 3-4)* | All | 3 mins |
| **Item 3**  ***Accountable 1*** | **Team Member Updates**  Week prior and week ahead exception reporting (1-2 mins max per person)  *Live Notes:* | All | 8 mins |
| **Item 4**  ***Proactive*** | **Hot Issues**  **Part 1:** Pair & Share Top 2-3 Issues – Write on Whiteboard (2min) and Vegas Vote (5 ticks per person) (2min) with Top 3 Topics Selected  **Part 2 Cycle:** 1 min – Elaborate / 1 min – Clarify / 4 mins – Discuss / 1 min Takeaway Actions (4Cs)  *Live Notes:* | All | 25 mins |
| **Item 5**  ***Strategic 1*** | **Senior Leaders Briefing and Q&A**  Consolidation of key forward actions  *Live Notes:* | Senior Leader | 10 mins |
| **Item 6**  ***Strategic 2*** | **Focused Teamwork\*** (\*items in a 4 week cycle)   * **Action Plan Update:** Part 1 (5 mins) – Live note updates on action plan; Part 2 (5 mins) – Discussion on selected goal * **Dashboard Review or Policy Update:** Part 1 (5 mins)– Review and discuss; Part 2 (5 mins) – Note forward adjustments * **10 Minute Team Booster:** Complete 10 minute Team Booster based on Pulse Scorecard indicators * **Monthly Team Pulse Scorecard:** Part 1 (8 mins) – Debrief Scorecard using 8 minute Protocol; Part 2 (2 mins) – Note takeaway actions   *Live Notes:* | Nominated Presenter/s | 10 mins |
| **Item 7**  ***Accountable 2*** | **Close (Barometer and Takeaway Actions per person)**  **Moderator Feedback:** Openness (score) /5; Balanced Debate /5; Competency /5; Issues Focus /5; Accountable Actions /5  **Next Meeting Date/Time:**  **Chair:**  **Moderator:**  **Live Notes:**  **Item 6 Plan:** | Chair & Moderator (and All) | 3 mins |

**Ground Rules** *(Moderator using Red Card / Yellow Card as signal to Chair*)

1. **Openness & Trust** –*Chatham House Rule – Discussion ‘off record’ with ‘on the record’ documented in Live Notes.*
2. **Balanced Debate** –*Respecting both sides of the argument and allowing diversity of views.*
3. **Competency over Role** –*Respecting the ‘value’ of the person’s opinion regardless of their ‘status’.*
4. **Issues over Personalities** –*Staying ‘issues’ focused and not letting personalities overpower the agenda.*
5. **Accountable Actions & Clear Outcomes** *– Clear next steps and/or SMART actions recorded for each item.*
6. **Device Rule** –*Only if needed with Chair’s Permission – On Task & On Topic!*

**End of Meeting Team Performance Ratings** *(1 – very low to 5 – very high)*