



**(Organisation) Team Meeting (60min)**  
**(Mission)**  
**Location:**  
**Date & Time:**

**Chair:**  
**Moderator:**  
**Notes/ Minutes:**  
**Attendees:**  
**Apologies:**

Item 1 <i>Inclusion 1</i>	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Organisation Mission &amp; Values Share;</li> <li>• Specific Team Role &amp; Accountability;</li> <li>• Meeting Team Purpose &amp; Outcomes;</li> <li>• Moderator Cards &amp; Ground Rules</li> </ul>	Chair	2 mins
Item 2 <i>Support 1</i>	<b>Warm-Up</b> One word barometer; Ice-breaker and/or Success & Challenge	All	3 mins
Item 3 <i>Proactive 1</i>	<b>Team Member Updates</b> Week/s Prior & Week/s Ahead Exception Reporting (2 mins max per team member) (Refer to Team Data Wall) <i>Live Notes:</i>	All	8 mins
Item 4 <i>Proactive 2</i>	<b>Hot Issues</b> <ul style="list-style-type: none"> <li>• Pair &amp; Share Top 2-3 Issues – Write on whiteboard and vegas vote (5 ticks per person) (3 mins)</li> <li>• Top 2 topics selected</li> <li>• 1 min – elaborate / 1 min – clarify / 3 mins – discuss / 1 min takeaway action</li> </ul> <i>Notes:</i>	All	15 mins
Item 5 <i>Strategic 1</i>	<b>Senior Leaders Briefing and Q&amp;A</b> <i>Live Notes:</i>	Senior Leader	10 mins
Item 6 <i>Strategic 2</i>	<b>Deep Dive Presentation &amp; Strategy Discussion*</b> <ul style="list-style-type: none"> <li>• Present strategic issue &amp; question for discussion (use template) (7 min)</li> <li>• Discussion / brainstorm (use whiteboard to track conversation) (7 min)</li> <li>• Presenter comment on takeaway value of discussion (1 min)</li> </ul> (*alternate with Action Plan Review & Update item as needed) <i>Live Notes:</i>	Presenter	15 mins
Item 7 <i>Support 2</i>	<b>Team Pulse: Culture &amp; Communication Update</b> <ul style="list-style-type: none"> <li>• Wellbeing Update –Team Pulse Survey data review &amp; note of forward actions to promote wellbeing</li> <li>• Culture Update – round table discussion of notable personal news and events among team. Clarification of key forward messages for stakeholders.</li> </ul> <i>Live Notes:</i>	All	5 mins
Item 8 <i>Accountable</i>	<b>Close</b> (Barometer, Takeaway Actions, Moderator Feedback & Next Mtg Roles) Moderator Feedback: Next Meeting Date/Time: Chair: Moderator: Deep Dive Topic & Presenter: Live Notes/Minute Taker:	Chair & Moderator	2 mins

## Ground Rules (Red Card/ Yellow Card)

- 1. Openness & Trust-** Right to 'off record' speech with 'on the record' documented as formal feedback.
- 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 -**Being constructive in feedback and offering a solution focused
- 6. No Devices –** Exception Moderator & Chair for Time Keeping & Live Notes/ Minute Taker