PRE-MEETING	IN-MEETING
Define your objective (i.e. Why are you having the meeting?) and plan from there. Who needs to be there? • Primary: Essential to achieve the objective? • Secondary: Important for information and/or development? **What's the agenda?** Key Topics and at least the following for each topic: • Lead person • Approximate time • Type of item e.g. Decision, Exploration[1], etc. **What's the best communication mode for the meeting?** e.g. video call (required or optional video on?), phone call, etc. **What needs to be done to be sure participants are prepared to achieve the meeting objective?** • Prepare and send pre-reading and/or questions for people to consider • Discuss with key individuals (Limit presentation time in a meeting in which you want engagement) **What roles can you share with others to engage them?** • Take minutes; track action items, responsibility, timing, etc.: find a check in/out question; etc. **When does meeting invitation need to be sent for adequate advance notice?** With link to the communication mode, clear expectations about the pre-meeting prep, and any announcements (to preserve "in-meeting" time) **Schedule meeting to end 10 minutes** before the hour to allow for transitions between meetings.	**Connect**: Get everyone "into the room" by inviting them to speak e.g. check in[2] **Focus:** Review agenda. Ask for questions or additions. • Only address announcements if they are sensitive and/or there are questions relevant to all **Share how to engage using technology** e.g. with Zoom: • *Raise hand* allows orderly process for speaking and to notice who you may need to call on to engage • *Q & A* for posting questions • *Whiteboard* or *Chat* - decision wording shared prior to decision • *Poll* to collect input and keep people engaged • *Unmute all* to create open exchange in small groups **Facilitate explicitly to engage**: • Go round: Ask each person to share • At transitions, "have we heard all perspectives", "are we ready to move on to the next topic", etc. • Take the group pulse regularly • Consider designating an observer: to send you private chat when they see something needing attention OR to participate openly to notice and query around hesitancy or undiscussables. • Break into small groups to increase energy. • Try to conclude 5-10 minutes before the 'adjourn time' to enable space between meetings **Wrap-Up and Next Steps** Closing: Tap designated team member or use check out question (samples follow) **Adjourn** meeting formally (10 minutes before the hour) but let people know they can stay to connect informally i.e. leave link open 15-30 minutes.
POST- MEETING Distribute minutes and list of key decisions, action items including responsibility, date, etc. and Next Steps.	

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[1] Exploration: Discuss areas on which group does not have consensus (following convergent phase of idea generation) in order to increase understanding before taking action.
[2] Check-in: see a sample of questions (https://tinyurl.com/1b17q3sl).