**Team Meeting Agenda**

Having an agenda for your team meeting ensures that it stays productive and efficient. Here’s a sample agenda for a great team meeting that you can adapt for your business. Notice that the meeting begins by engaging the entire team, then shifts to measuring progress and accountability, and closes with future action steps and encouragement.

Rules:

1. Have a different person “run” each meeting (with the help of this sheet)
2. Everyone must come prepared
3. Everyone participates including the owner
4. Keep to time
5. Put recurring reminder in diary for 1st Friday/Monday of the month (or similar)
6. **WIFLE (“What I Feel Like Expressing”) – 4 mins**

Give each team member 15-30 seconds to say whatever is on their mind, without interruption. Work or home related. Only 1 person speaks at once. You might learn something fun about them, or at least know where their head is.

1. **Recent Wins (things going well) – 5 mins**
2. 1 or 2 specific wins each. Can be individual or team.
3. 1 learning (shared for the benefit of others learning)
4. **Owner Update on Company Goals – Monthly, 2-5 mins**
5. **Discuss “The Rules of the Game” (Culture Statement) – Monthly, 10 mins**
6. Each person choose 1 or 2 from the Culture statement and discuss where and when they applied it. (must choose a different one each time)
7. **Updates on actions from previous meeting**
8. **Operations**

Weekly/fortnightly/monthly

1. Upcoming jobs
2. Feedback from clients (Good & Bad)
3. Current jobs – stages/timings etc important to get right or done immediately
4. Issues or compliments wrt Timesheets or time spent on jobs
5. Is there anything we can do better as a team wrt job management, communication
6. Quality of workmanship discussion
7. Productivity – Is there anything we can do to be more efficient
8. Has anyone been asked to do further work from client or other person.
9. What has been done to encourage referrals? Update on how many the business has received.
10. Vehicles – condition or maintenance
11. Holiday planning
12. Do we need to recruit anyone? Apprentice? Fully qualified?
13. Safety – reinforce common safety practice in your industry.
14. **Individual actions for the week/month (Each person to verbally state)**
15. **Meeting Close Out – make statement of optimism, encouragement, or praise**