

Meeting Agenda Format:

Shout Outs – it is literally that, an opportunity to shout out a colleague/individual/office/team internal or external to our office as a form of acknowledgement for anything you believe they deserve a shout out for!

Check-In & Team Connection Activity

CHECK IN: The check-in activity is reflection-based. Given our increased focus on addressing systemic racism and white supremacy culture (WSC) in our work and learning environments, we will use some time at each meeting to reflect on the characteristics of WSC found [HERE](#). At each meeting we will review and reflect on one of the WSC characteristics using the prompt question in the agenda. At each meeting, one of us will lead the reflection check-in by reading the description of the characteristic and asking the prompt question for the team to reflect on and respond to. I have randomly assigned everyone on the team to a characteristic as shown here in [Tab 3 HERE](#) (I need to add you both to the rotation).

TEAM CONNECTION ACTIVITY

This is the opportunity for each of us to offer a mini team connection activity at each meeting. Please assign yourself to a date to lead an activity with a 10-15 min max time limit on [Tab 4 of the spreadsheet](#).

Shared Learning Opportunity

These will be learning opportunities where each of you will exposure the team to a new skill, knowledge, practice,

conversation/dialogue, or strategy to improve our collective work. This agenda item will take place every other meeting with a max time limit of 45mins. I have assigned each team member a specific date to present a shared learning opportunity as shown on [Tab 4 of the spreadsheet](#).

Team Agenda Items

I've created an agenda item [tracking spreadsheet HERE on Tab 1](#). Preferably, 24hrs prior to the team meeting please enter agenda items you would like to address in the meeting. I will populate the agenda with items posted for this week's meeting.. Please note that I've created drop down categories for the objective of the agenda item, priority status, and time needed. Please see drop down guide on [Tab 2](#) which provide descriptions of each category. My intention is to create the opportunity for broader and deeper discussions on topics that affect all of our work and or for one of the units in a way that needs all of our collective thinking.

Lastly, all of these meeting materials can be found in this [google folder](#).