

TEAM MEETING TEMPLATE



TEAM MEMBER:

DATE:

Opening ice-breaker

What was the highlight of your weekend? What's a talent you have that nobody else knows about? What is your best personal achievement?

Team progress to goal

How are we progressing against our goals? How well is the company hitting its targets? What is the status of team projects?

Best practice sharing

Team members can tell a story, put together a presentation, play a game, do a role play, or do a group exercise in order to teach their peers a best practice idea, strategy or technique they've used to achieve success.

Challenges & questions

What are you wondering about today? What obstacles are people running into? Where could you use the team's advice? What is something you want to ask but haven't yet?

Coaches developmental topic

Manager can invite a guest speaker from inside or outside their company, or share an article, video, or an idea on any topic to help the team grow.

Team recognition

Cheers for Peers. Traveling Trophy.