**Meeting Agenda Template**

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| --- | --- |
| **MEETING AGENDA** |  |
| **Date:** | Insert date here |  |
| **Time:** | Insert meeting time here |  |
| **Location:** | Insert meeting location here |  |

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| --- | --- | --- | --- |
| **Topic:** |  | **Attendees:**  | Insert attendees or group name |
| **Facilitator:**  | Insert facilitator's name |
| Insert Meeting Topic Here | **Recorder:**  | Insert note taker's name |
| **Timekeeper:**  | Insert timekeeper's name |
|  | **Other Role(s):**  | Use if there are other roles |
| **Meeting Objectives:** |  |  |
|  Insert meeting objectives, one per bullet point |
| **To prepare for this meeting, please:** Insert preparation instructions, one task per bullet point |
| **Materials we will use at the meeting:** Insert names of documents & other resources to be used in meeting, one per bullet point |
| **Schedule [insert total number of minutes]** |
| **Time** | **Minutes** | **Activity** |
| X:XX-X:XX | X | Welcome: Review meeting objectives and agenda |
|  |  |  |
| X:XX-X:XX | X | Recap: Review activities and feedback from last meeting (if applicable) |
|  |  |  |
| X:XX-X:XX | X | Topic name (protocol name, if applicable) |
|  |  |  |
| X:XX-X:XX | X | Topic name (protocol name, if applicable) |
|  |  |  |
| X:XX-X:XX | X | Next Steps: Agree on what participants will do after this meeting |
|  |  |  |
| X:XX-X:XX | X | Plus/Delta Protocol: Assess what worked and what didn't in this meeting |
|  |  |  |



**The Five Dysfunctions of a Team**

By Patrick Lencioni

**Instructions**: Use the scale below to indicate how each statement applies to your team. It is importantto evaluate the statements honestly and without over-thinking your answers.

3 = Usually

2 = Sometimes

1 = Rarely

\_\_\_\_\_ 1. Team members are passionate and unguarded in their discussion of issues.

\_\_\_\_\_ 4. Team members quickly and genuinely apologize to one another when they say or do something inappropriate or possibly damaging to the team.

\_\_\_\_\_ 6. Team members openly admit their weaknesses and mistakes.

\_\_\_\_\_ 7. Team meetings are compelling, and not boring.

\_\_\_\_\_ 10. During team meetings, the most important – and difficult – issues are put on the table to be resolved.

\_\_\_\_\_ 12. Team members know about one another’s personal lives and are comfortable discussing them.



***Scoring***

Combine your scores for the preceding statement as indicated below.

|  |  |
| --- | --- |
| Dysfunction 1: Absence of Trust | Dysfunction 2: Fear of Conflict |
| Statement 4: \_\_\_\_\_\_\_\_ | Statement 1: \_\_\_\_\_\_ |
| Statement 6: \_\_\_\_\_\_\_\_ | Statement 7: \_\_\_\_\_\_ |
| Statement 12: \_\_\_\_\_\_\_ | Statement 10: \_\_\_\_\_ |
| Total: \_\_\_\_\_\_\_ | Total: \_\_\_\_\_\_\_ |
|  |  |

A score of 8 or 9 is a probable indication that the dysfunction is not a problem for your team.

A score of 6 or 7 indicates that the dysfunction could be a problem.

A score of 3 to 5 is probably an indication that the dysfunction needs to be addressed.

Regardless of your scores, it is important to keep in mind that every team needs constant work, because without it, even the best ones deviate toward dysfunction.

|  |  |  |  |
| --- | --- | --- | --- |
| **Resource** | **Possible Uses** | **Possible Obstacles** | **Possible Modifications** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| **Next Steps:** |

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