**TEAM MEETING AGENDA**

**Positive chat (15 min.)**

A chance for team members to share some ‘good news’. Maybe it’s something personal, or a piece of work they’re proud of, a learning they’ve had, or a new podcast they’re digging.

**Business update (15 min.)**

We go over only our key metrics here. Typically, I present, and then we have discussion.

**Client update (20 min.)**

We cover how we are progressing on our main client work, any issues they’re facing that we need to be aware of, etc.

**Problem solving or learning session (35 min.)**

Each month we take time for someone to present a particular client problem that they could use the collective brainpower of our team on and we brainstorm and provide input. Or we have someone share a ‘teach-in’ on something that would be helpful for us all to learn (e.g. compelling communications, understanding finance better, book reviews, etc.)

**Action (5 min.)**

We cover any/all actions that were agreed to and any deadlines