Team Meetings
for connected teams

Clarity in Purpose: The "Why"

Before diving into the agenda, take 30 seconds to state the purpose of the meeting clearly.

This helps eliminate confusion, aligns expectations, and keeps discussions focused.

One-Word Check-In

At the beginning of the meeting, ask each participant to describe how they're feeling in one word. This simple exercise builds awareness, encourages authenticity, setting a tone of empathy.

Tool: Emotions Wheel

Three-Sentence Rule for Updates

Encourage brevity by having team members share updates in three sentences:

✓ What's going well
✓ Any roadblocks
✓ What support they need.

This keeps discussions focused while ensuring everyone is aligned.

"What's One Thing?" Roundtable

Instead of covering too many topics, ask:

✓ What's one thing that's working well?
✓ What's one challenge we need to address?

This directs the conversation toward high-impact areas and avoids information overload.

Open Forum

Set aside a few minutes for team members to share anything on their minds—work-related or personal. It could be a challenge, an insight, or a celebration. This humanizes the team and strengthens relationships.

The "Silent Start" Method

Before discussing an issue, allow a couple of silent minutes for everyone to process their thoughts and jot down their input. This prevents dominant voices from taking over and gives introverts space to contribute.

"Pause & Reflect" Moments

After discussing a major topic, take 30 seconds to pause and reflect. Ask:

✓ What might be unclear? What are we missing?
✓ What's the simplest way to move forward?

This helps eliminate unnecessary complexity and address potential blank spots.

Action Tracker

At the end of each meeting, document:
✓ Decisions made
✓ Owners assigned
✓ Next steps and deadlines

This reduces miscommunication and increases accountability by ensuring alignment.

Invite Guest Speakers

Regularly invite employees from other departments or senior executives to join meetings and share insights on:

✓ Company vision and strategic priorities
✓ How their team's work intersects with yours
✓ Lessons learned from their leadership journey

This encourages cross-functional learning, builds relationships beyond immediate teams, and helps employees feel more connected to leadership.

Invite Collaboration

Encourage different team members to lead meetings and contribute to the agenda topics. This brings fresh perspectives, encourages engagement, and lightens the burden on leaders while making communication more collaborative.