Sample Agenda for Team Meeting

Adapted from the Division of Student Life's Resources for Faculty and Staff

This agenda template will help you structure a conversation with your staff and colleagues during a team meeting after a major event at MIT or in the world.

Introduction (5 minutes)

- State what you are there to talk about and how long the meeting will last
- Include that the discussion is optional (people do not need to participate and may leave at any time) and that the topic may be difficult for some

Establish ground rules

- Each person can talk for X minutes
- Respectful dialogue
- We each listen more than we talk
- If talking about the meeting afterwards, we must treat what others said with privacy and respect, and not link statements to specific people

Share Goals for the Meeting (5 minutes)

- Give people an opportunity to share how they are feeling
- Discuss ways that the department can support staff
- Share resources for staff

Discuss Reactions (30 minutes)

- How are you feeling? How is this impacting you?
- What do you feel like you need for yourself?
- What do you need to be able to support staff?

Share Your Perspective (5 mins)

- This is a chance for you to share your own perspective and reflections, if you feel comfortable

Next Steps (10 mins)

- How can the department and MIT leadership be most supportive to the community?
- What are some good next steps as a department?

Conclusion (5 mins)

Resources

- Human Resources Officers
- MIT Center for WorkLife and WellBeing
- MyLife Services
- Resources for Faculty and Staff to Support Students