



helping helps you

meeting agenda

open meeting (10 seconds)

welcome everyone & announce new members (1 minute)

introduce group leader and asst. group leader (30 seconds)

welcome anyone new, intro them & let them know who everyone is (30 seconds)

give agreement to any new members and have them sign it (30 seconds)

state the do IT group mantra "helping helps you" and what that means (1 minute)

review the meeting format **below** and then do IT! (4 minutes to review)

who did IT?

a recent win that is a direct result of having been at a meeting is shared
(3 minutes)

2 previous action plans are pulled for review
(4 minutes)

around the room, one by one (listening only)
everyone is to listen and take notes as we go around the room
(15 minutes)

back around the room, one by one (input)
everyone is given the opportunity to give input on the challenges that
were shared
(45 minutes)

action plan completion
take time to determine next 3 action steps & BY WHEN commitments and
put them in writing
(5-10 minutes)

action plans are read aloud
(10 minutes)

accountability partners are chosen and action plans are passed
(2 minutes)

leader shares an inspirational quote
(2 minutes)

close the meeting