

HOW TO RUN YOUR WEEKLY TEAM MEETINGS

INTRODUCTION

The weekly team meeting is absolutely essential to keeping everyone rowing in the same direction.

It's super easy to convince yourself that clear communication is happening, and expectations are constantly being set and checked when in reality everyone has their own ideas about what's important and how things should be done.

When this happens, you end up with a team that is frustrated, burned out, and probably resentful.

An organization needs strong leadership and systems to guarantee crystal clear communication.

SpeakerFlow's Weekly Team Meeting Outline exists to help you take the proverbial bull by the horns and ensure that you and your team are as effective as possible at hitting goals and achieving your ideal outcomes.

TL;DR (TOO LONG, DIDN'T READ)

Failing to regularly communicate with your team leads to misalignment and ultimately hindered or halted progress. Use this outline to avoid this.

HOW IT WORKS

BEFORE THE MEETING

Throughout the week, the entire team should be in the habit of identifying problems, friction points, and good ideas and putting them somewhere where they won't get lost.

We're not talking about sticky notes and napkin drawings here, we're talking about a clearly specified place, that's available to the entire team, and is purpose-built to do exactly this.

We call this "The List" and we've seen this done successfully in multiple ways - but one of two tends to be the most effective:

1. A cloud-based word document
2. A project management tool

What this does is allow you and your team to get these important ideas and thoughts out of your heads and onto/into somewhere we'll intentionally revisit to do something with. This frees up mental bandwidth and keeps good ideas from slipping between the cracks.

In addition to this list, you'll also want to make sure that your KPI Tracker is up-to-date and that it's looked at in advance of your meeting. This way you can identify any pressing issues that need to be discussed that week that you may not have thought of yet.

DURING THE MEETING

During your team meeting, you need to be 100% focused on the conversation at hand, as does your entire team.

Take a moment at the beginning of the call to put your devices on do-not-disturb, shut down your email, and check to make sure everyone else has done the same.

Though you'll take a moment to review current priorities and numbers, the most important part of the conversation is reviewing and discussing "The

List" and its outlined issues.

During this time, everyone needs to feel comfortable sharing their true thoughts and opinions, and feel heard when expressing them. As the leader of your team, it's your responsibility to facilitate great conversation, not dominate it. Take time to ask for feedback (and ask individuals specifically, not general "anyone have any feedback" questions).

It's also important to avoid politicking or convincing during this time. Once someone has expressed their opinion once, it doesn't need to be said again. Everyone deserves to share their ideas, and then the team decides what the best course of action to take is.

If there's ever a tie-breaker, it's your job to make a decision and move on.

Some weeks you'll solve many problems, some weeks you'll feel like you didn't even solve one, No matter what the number is, as long as a constructive conversation was had, you can consider it a mission accomplished.

You'll also want to make sure someone is assigned to take great notes about what was discussed and the corresponding next steps for each item in The List.

AFTER THE MEETING

Your meeting **always** ends on time. Every time. Too much time is spent in pointless meetings, and having a strict timeline will force you to use the time you've allotted in the best possible way.

Once the meeting has concluded, check your notes and ensure that any next steps are delegated to the proper party and that a mechanism to review is set up so the task/project doesn't fade into oblivion.

THE COMPONENTS

INTRO

The intro is meant to get everyone's head out of day-to-day mode and into meeting mode. It's also an important way for the team to feel connected to one another and celebrate wins in each other's lives.

Each person will spend no more than 2-3 minutes each announcing their best personal news, and best professional news, in the last week.

Take a moment to respond thoughtfully to each person. Though you don't want to spend the entire meeting here, rushing this can make people feel like it's not for genuine interest in their lives but rather just a formality.

HEADLINES

In this segment of the meeting, spend no more than five minutes covering relevant headlines to the team. Think about clients that sang your praises (or shook their fists at you), team members that did an exceptional job on a task or project, or a big deal that you're about to win.

Sometimes headlines will simply be announcements to keep everyone in sync, and sometimes they will translate to issues that need to be added to The List.

STATUS UPDATES

During this portion of the meeting, everyone will review the Quarterly Objectives for that quarter, and simply acknowledge whether the team is on or off track to completing them.

If you're on track, hurray! Give some kudos and move along.

If you're not, drop that as an issue into The List to be discussed next.

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THE LIST

This is the heartbeat of the entire week for your team. This is the time when great ideas are discussed, problems are solved, and bonds are built.

Each issue in The List should have been assigned a "priority" status when being added. To start the process, take a quick look through the list of issues and confirm that the proper status has been assigned to each issue.

Once you've confirmed that everything has been labeled properly, it's time to start working your way through The List!

For each topic of conversation, let the person who added it to The List take a moment to explain the purpose of it being there, what it is, and why it needs to be solved. Then, everyone has the chance to weigh in and make suggestions, ask for clarification, or add supportive comments.

It is critical that you and your team don't chase your tail when discussing a subject. If you find yourself discussing one subject at length, ask yourself the following questions:

1. Have we already said what we're saying again?
2. Have we identified the real issue here?
3. Who stands to benefit from a solution and who stands to lose?

If those questions don't smoke out a solution – or at least help you make progress – it's probably time for an executive decision to be made so things can move along. If no decision can be come to during an entire session, leave it on The List and find an outside resource to bounce ideas off of before the next week's meeting.

WRAP UP

At the end of every session, take a moment to thank the team for being there and being present. Make sure notes accurately reflect the conversation and that all the next steps have been documented. Then send everyone off with a smile!

THE AGENDA TEMPLATE

This is an extremely simple agenda to be used as an example. Use it as your jumping-off point and adjust accordingly.

LOGISTICS

- **When:** Every Monday at 9 am
- **Where:** Zoom - link in the calendar invite
- **Length:** 90-minutes max
- **Who:** Core team members - generally employees-only

AGENDA

- **9:00 - 9:15 am** - Intro
- **9:15 - 9:20 am** - Headlines
- **9:20 - 9:25 am** - Status Update
- **9:25 - 10:25 am** - The List
- **10:25 - 10:30 am** - Wrap Up

Questions or Comments?

Contact us at
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and let us know what you
think!

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