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| Team Name  DaSy Dynamic Impact Monthly Meeting Agenda |  |
|  | November 2022 |

Date:

Time:

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| **Facilitator:** | **Coach:** | **Timekeeper:** | **Recorder:** | | **Resource Manager:** |
| **Vision:** | | **Learning Community Standards:**   * Listen actively to understand. * Complete activities on time. * Contribute to team productivity. * Respect each other. * Offer help willingly. * Be organized and prepared. | | **High Performance Teaming Principles:**   * Positive interdependence * Individual accountability * Performance monitoring * Engagement and momentum * Collaborative competence * Technology optimization | |
| **Mission:** | |
| **Long-Term and Interim Outcomes:** | | | | | |
| **Team Performance Goal:** | | | | | |

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| Time | Activity | Meeting Notes/Action Required |
| *2-3 mins* | **Set-up** *– Coach*   * Review vision and mission statements. * Review Team Standards and High Performance Teaming Principles. * Review Outcomes and Goals | Set-up complete |
|  | **Action Step Review** *– Facilitator*   * Review and update action steps and data collection plan. |  |
|  | **Team Work** – *Facilitator*   * Engage in team tasks related to action plan. |  |
| *2-3 mins* | **Wrap-up** – Coach   * Rate your team performance during this meeting. * Prepare for next steps and review roles for next meeting. | **Team Rating:**  High Performance  On Track  Target Improvement |

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| Team Standards | High Performance Teaming Principles |
| **Listen Actively to Understand**   * Full attention to speaker * One person speaks at a time * No side conversations * Technology use for team tasks only | **Positive Interdependence**   * Team has a clear goal * All team members participate to reach the goal * Support one another to maximize individual and team performance |
| **Complete Activities on Time**   * Team members prepared for meeting tasks * Team members on time for meeting * Meeting starts and ends on time | **Individual Accountability**   * Each team member fulfills assigned responsibilities * Each team member completes individual and team tasks |
| **Contribute to Team Productivity**   * Team members engage before, during and after meetings * Team members share ideas and actively problem solve | **Performance Monitoring**   * Routinely assess individual and team performance using H-O-T-Rating Scale * Reach consensus to identify areas of improvement and set goals to improve team performance |
| **Respect Each Other**   * Display positive verbal and non-verbal body language * Be transparent and open to divergent thinking * Acknowledge disagreement and build consensus | **Engagement & Momentum**   * Active involvement of all team members in planning, implementation & assessment demonstrated * Frequent & purposeful interactions, positive engagement * Collaborative data analysis, problem-solving, & exchange of information & resources |
| **Offer Help Willingly**   * Team members help one another * Team members accept support | **Collaborative Competence**   * Teams use a decision-making protocol * Positive conflict resolution * Equal contributions among all team members during decision-making |
| **Be Organized and Prepared**   * Resources and materials are easy to locate * Resources and materials are updated | **Technology Optimization**   * Use technology to fulfill team responsibilities * Shared responsibility for integrating technology tools that improve data analysis and streamline work |

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| **Suggested Citation**  The DaSy Center (2022). *DaSy Dynamic Impact monthly meeting agenda*. SRI International | | |
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