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| Team NameDaSy 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
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| **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.
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|  | **Team Work** – *Facilitator* * Engage in team tasks related to action plan.
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| *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
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| **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
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| **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
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| **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
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| **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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