

ARMS Building Agreements Ongoing Meeting Design

Intent: To align on our agreements for collaborative work

Desired Outcomes:

1. Ownership of agreements for working as a collaborative group
2. Alignment around agreements for working as a collaborative group
3. Increased cohesion as a collaborative group

Timeline:

<u>8.14.19</u> Overview	<u>9.17.19</u> <u>8.29.19</u> Feedback Agreement	<u>10.31.19 (1:15-2:55)</u> Feedback Internal Communication Agreement
<u>11.15.19 (1:15-2:55)</u> Feedback Internal Communication Agreement Internal	<u>12.4.19 (3:30 – 4:50pm)</u> Communication Agreement Decision Making Agreement Conflict Resolution Agreement	12.11.19 – 1:30 – 3pm Accountability Agreement
<u>1.29.2020 (3:30 – 4:55pm)</u> Communication Agreement	3.11.2020 (3:30 – 5pm) Decision Making Agreement Conflict Resolution Agreement Accountability Agreement	4.29.2020 (1:15-2:55) Attendance Agreement Amendments Agreement

Wednesday, January 29, 2020

3:30-4:55

Feedback Agreement and Internal Communication Agreement

Preparation:

- Each person enter their thoughts about the domains of the [Communications Agreement](#) by 12.41.29
- Review the [Rules for the Rules](#)

Context: Wanting this ARMS COS team to access the deep expertise of ALL in the building to take ownership in solving problems. The goal is to build a strong foundation of ownership and alignment throughout the school for the decisions made and the problems solved

Meeting Intent: To align around a feedback and communications agreement

ARMS Building Agreements Ongoing Meeting Design

Desired Outcomes:

1. Renewed commitment to this work
2. Alignment around a communications agreement
3. Increased ownership and alignment around the work of creating agreements
4. Increased trust as a collaborative group

Attendees: Rick Williams (principal), Laura Brown (8th assistant principal), Tevin Jones (7th assistant principal), Julie Resua (6th assistant principal), Jesse Gore (principal resident), Suzanna Beamish (instructional facilitator), Shuntina Taylor (lead counselor), & Lauren Haynie (SIP chair, 6th science teacher)

Not present:

Recorder:

Time	Topic	Process	Topic Leader	Notes and Action Needed
3:25	Early arrival for on-time start	Settle, greet each other, and prepare to be fully present for our work today.	All	
3:30 (10 m)	Check In	Council: Share something that you want to celebrate today.	Beth	
3:40 (5 M)	Alignment on meeting design	1. Present meeting design 2. Get questions or changes	Beth	
3:45 (10 m)	Review	1. The team will review with Beth what occurred at the last meeting and where we can pick up.	Beth Team	
3:55 (45 m)	Communications Agreement	1. Review each domain independently 2. Individuals will ask questions for clarification 3. The team will identify overlaps and combine where possible 4. Council: Is anything missing? What do you need to have full ownership? 5. Partners will synthesize the assigned domain: a. What is our purpose in communicating? <i>Rick and Lauren</i> b. Who are our stakeholders and how do we want to communicate with them? <i>Tevin and Suzanna</i>	Beth	5. Completed in pairs before next meeting 6 - 8. Pick up at the next meeting with clarification from Beth

ARMS Building Agreements Ongoing Meeting Design

		c. Confidentiality (<i>include what we will NOT talk about</i>) <i>Julie and Jesse</i> d. How do we want to handle conversations that take place outside the team that are relevant to the team's work? <i>Julie and Jesse</i> e. How do we want to communicate with one another on this team? <i>Laura and Shuntina</i> 6. Each pair will read their synthesis to the group a. Question/answer 7. Decision: fist to five, what is your level of ownership of this domain? 8. <> will synthesize the agreement and bring it back to the team (Who will volunteer to do this?)		
	Conflict Resolution Agreement	Flexible process here - TBD based on other needs	Beth	• Conflict can be hard, but if we don't confront it, it can compound • Anxiety - think about it over and over, ned to process before I respond • Inevitable that there will be conflict • Good when parties are seeking compromise - when it is difficult for me is when a party is unyielding • Needs to be confronted • Need time for response - want to be confident in what I want to say • Lack confidence in the ability to resolve it - thinking about adult culture and relationships • Procrastinate even when I know I need to address • Not afraid of it, have

ARMS Building Agreements Ongoing Meeting Design

				learned to take more time to process - make sure I am making best decisions - not being in my own feelings - lack of fear can get in the way of getting things done • Don't like, but I need time to process - can shut down • Time to gather information - understand perspective, information • Want to have as soon as possible - prefer face to face
4:35 (5 m)	Next Steps	1. By Feb 26 all individual thoughts will be entered 2. By March 11 all domains will be synthesized 3. Rick, Jesse, Shuntina: What will be our process for handling conflict? Tevin, Laura: What are unacceptable responses to conflict? Lauren, Suzanna, Julie: Which mediums will we use to resolve our conflicts (face to face, phone, email, etc.)? 4. <> will synthesize the Communications Agreement to present on 1.29 Next meetings: • 3.11.20 - 3:30 – 5pm • 4.29.20 - 1:15 – 2:55pm	Beth	
4:45 (10 m)	Check Out	Council: Closing reflections on our meeting	Beth	
4:55	Adjourn			

ARMS Building Agreements Ongoing Meeting Design

Wednesday, December 4, 2019

3:30-4:50

Feedback Agreement and Internal Communication Agreement

Preparation:

- Each person enter their thoughts about the domains of the [Communications Agreement](#) by 12.4
- Jesse will synthesize the Feedback Agreement to present on 12.4
- Review the [Rules for the Rules](#)

Context: Wanting this ARMS COS team to access the deep expertise of ALL in the building to take ownership in solving problems. The goal is to build a strong foundation of ownership and alignment throughout the school for the decisions made and the problems solved

Meeting Intent: To begin to align around a communications agreement

Desired Outcomes:

5. Ownership of and alignment around a feedback agreement
6. Initial alignment around a communications agreement
7. Increased ownership and alignment around the work of creating agreements
8. Increased trust as a collaborative group

Attendees: Rick Williams (principal), Laura Brown (8th assistant principal), Tevin Jones (7th assistant principal), Julie Resua (6th assistant principal), Jesse Gore (principal resident), Suzanna Beamish (instructional facilitator), Shuntina Taylor (lead counselor), & Lauren Haynie (SIP chair, 6th science teacher)

Not present:

Recorder:

Time	Topic	Process	Topic Leader	Notes and Action Needed
3:25	Early arrival for on-time start	Settle, greet each other, and prepare to be fully present for our work today.	All	
3:30 (10 m)	Check In	Council: How are you arriving today?	Beth	
3:40 (5 M)	Alignment on meeting design	3. Present meeting design 4. Get questions or changes	Beth	

ARMS Building Agreements Ongoing Meeting Design

3:45 (10 m)	Feedback Agreement	1. Jesse will review the final Feedback Agreement a. Consider what you need for full ownership 2. Question and answer 3. Decision: Indicate your level of ownership for this final agreement (first to five)	Beth	Once the agreements are finalized, how will our syntheses be memorable? All 5s
3:50 (45 m)	Communications Agreement	9. Review each domain independently 10. Individuals will ask questions for clarification 11. The team will identify overlaps and combine where possible 12. Council: Is anything missing? What do you need to have full ownership? 13. Partners will synthesize the assigned domain: a. What is our purpose in communicating? <i>Rick and Lauren</i> b. Who are our stakeholders and how do we want to communicate with them? <i>Tevin and Suzanna</i> c. Confidentiality (<i>include what we will NOT talk about</i>) <i>Julie and Jesse</i> d. How do we want to handle conversations that take place outside the team that are relevant to the team's work? <i>Julie and Jesse</i> e. How do we want to communicate with one another on this team? <i>Laura and Shuntina</i> 14. Each pair will read their synthesis to the group a. Question/answer 15. Decision: first to five, what is your level of ownership of this domain? 16. <> will synthesize the agreement and bring it back to the team (Who will volunteer to do this?)	Beth	5. Completed in pairs before next meeting 6 - 8. Pick up at the next meeting with clarification from Beth
4:35 (5 m)	Next Steps	5. Each person enter their thoughts about the domains of the Conflict Resolution Agreement by 1.29 6. <> will synthesize the Communications Agreement to present on 1.29	Beth	Did not reach

ARMS Building Agreements Ongoing Meeting Design

		Next meetings: ● 12.11.19 - 1:15 - 2:55pm ● 1.29.20 - 3:30 - 5pm ● 3.11.20 - 3:30 - 5pm ● 4.29.20 - 1:15 - 2:55pm		
4:40 (10 m)	Check Out	Council: Closing reflections on our meeting: How are you feeling about the process of making agreements so far?	Beth	All positive comments on the benefits of going through the process
4:50	Adjourn			

Friday, November 15, 2019

1:15-2:55

Feedback Agreement and Internal Communication Agreement

Preparation:

- Team will individually answer the question in the [Agreements DRAFT](#) doc: How do we receive feedback on this team?
- Team will use comments feature to ask questions, add thoughts to each domain of the Feedback Agreement
- Independently complete [Communication Reflection](#)

Context: Wanting this ARMS COS team to access the deep expertise of ALL in the building to take ownership in solving problems. The goal is to build a strong foundation of ownership and alignment throughout the school for the decisions made and the problems solved

Meeting Intent: To begin to align around a feedback and communications agreement

Desired Outcomes:

9. Beginning to build alignment around an initial feedback agreement
10. Alignment around the meaning and purpose of communication on this team
11. Increased ownership and alignment around the work of creating agreements
12. Increased trust as a collaborative group

Attendees: Rick Williams (principal), Laura Brown (8th assistant principal), Tevin Jones (7th assistant principal), Julie Resua (6th assistant principal), Jesse Gore (principal resident), Suzanna Beamish (instructional facilitator), Shuntina Taylor (lead counselor), & Lauren Haynie (SIP chair, 6th science teacher)

ARMS Building Agreements Ongoing Meeting Design

Not present: Recorder:				
Time	Topic	Process	Topic Leader	Notes and Action Needed
1:10	Early arrival for on-time start	Settle, greet each other, and prepare to be fully present for our work today.	All	
1:15 (10 m)	Check In	Council: How are you arriving today?	Beth	
1:25 (5 M)	Alignment on meeting design	5. Present meeting design 6. Get questions or changes 7. Identify a recorder 8. Review the Rules for the Rules	Beth	
1:40 (45 m)	Feedback Agreement	4. Each person will share their response to the domain question: How do we receive feedback on this team? 5. The team will identify overlaps and combine where possible 6. Council: Is anything missing? 7. Partners will synthesize the assigned domain: - Rick and Laura: How do we define feedback? - Tevin and Julie: What is our purpose in encouraging feedback? - Jesse and Suzanna: When do we give feedback on this team? - Shuntina and Lauren: How do we give feedback on this team? How do we receive feedback on this team? 8. Each pair will read their synthesis to the group - Question/answer - Decision: fist to five, what is your level of ownership of this domain? 9. Jesse will synthesize the agreement and bring it back to the team	Beth	
2:35	Meaning and Purpose	Content Learning	Beth	

ARMS Building Agreements Ongoing Meeting Design

(10 m)	of Communication	Wagon Wheel Set Up: Four chairs back to back at the hub of the wheel and 4 chairs on the outer circle facing the chairs at the hub. 17. Team members will bring paper and pen and fill in the seats in the wheel(s) a. Each member will take notes of both their own ideas as well as their partner's. 18. The people on the outside of the wheel will be moving one seat to the right after each question; people at the hub remain in their seats. 19. Dialogue for one minute on each of the following questions (At the end of each rotation, ask each participant sitting on the outside of the wheel to rotate one seat to the right. After they settle down, give them the next topic and ask them to reach a common understanding before brainstorming): a. What are some positive and negative experiences you've had with respect to communication at work? b. Is the current approach to communication effective? If not, how would things need to change? 20. Debrief each question: What did you hear that resonates with you as you begin to build your communication agreement?		
2:45 (3 m)	Next Steps	7. Each person enter their thoughts about the domains of the Communications Agreement by 11.15 8. Jesse will synthesize the Feedback Agreement to present on 12.4 Next meetings: • 12.4.19 - 3:30 – 5pm • 12.11.19 - 1:15 – 2:55pm • 1.29.20 - 3:30 – 5pm	Beth	

ARMS Building Agreements Ongoing Meeting Design

		• 3.11.20 - 3:30 – 5pm • 4.29.20 - 1:15 – 2:55pm		
2:48 (7 m)	Check Out	Council: Closing reflections on our meeting: 1. What worked about today? 2. What could be improved?	Beth	
2:55	Adjourn			

Friday, November 15, 2019

1:15-2:55

Feedback Agreement and Internal Communication Agreement

Preparation:

- Team will individually answer the question in the [Agreements DRAFT](#) doc: How do we receive feedback on this team?
- Team will use comments feature to ask questions, add thoughts to each domain of the Feedback Agreement
- Independently complete [Communication Reflection](#)

Context: Wanting this ARMS COS team to access the deep expertise of ALL in the building to take ownership in solving problems. The goal is to build a strong foundation of ownership and alignment throughout the school for the decisions made and the problems solved

Meeting Intent: To begin to align around a feedback and communications agreement

Desired Outcomes:

13. Beginning to build alignment around an initial feedback agreement
14. Alignment around the meaning and purpose of communication on this team
15. Increased ownership and alignment around the work of creating agreements
16. Increased trust as a collaborative group

Attendees: Rick Williams (principal), Laura Brown (8th assistant principal), Tevin Jones (7th assistant principal), Julie Resua (6th assistant principal), Jesse Gore (principal resident), Suzanna Beamish (instructional facilitator), Shuntina Taylor (lead counselor), & Lauren Haynie (SIP chair, 6th science teacher)

Not present:

Recorder:

ARMS Building Agreements Ongoing Meeting Design

Time	Topic	Process	Topic Leader	Notes and Action Needed
1:10	Early arrival for on-time start	Settle, greet each other, and prepare to be fully present for our work today.	All	
1:15 (10 m)	Check In	Council: How are you arriving today?	Beth	
1:25 (5 M)	Alignment on meeting design	9. Present meeting design 10. Get questions or changes 11. Identify a recorder 12. Review the Rules for the Rules	Beth	
1:40 (45 m)	Feedback Agreement	10. Each person will share their response to the domain question: How do we receive feedback on this team? 11. The team will identify overlaps and combine where possible 12. Council: Is anything missing? 13. Partners will synthesize the assigned domain: - Rick and Laura: How do we define feedback? - Tevin and Julie: What is our purpose in encouraging feedback? - Jesse and Suzanna: When do we give feedback on this team? - Shuntina and Lauren: How do we give feedback on this team? How do we receive feedback on this team? 14. Each pair will read their synthesis to the group - Question/answer - Decision: fist to five, what is your level of ownership of this domain? 15. Jesse will synthesize the agreement and bring it back to the team	Beth	
2:35 (10 m)	Meaning and Purpose of Communication	Content Learning Wagon Wheel Set Up: Four chairs back to back at the hub of the wheel and 4 chairs on the outer circle facing the chairs at the hub.	Beth	

ARMS Building Agreements Ongoing Meeting Design

		21. Team members will bring paper and pen and fill in the seats in the wheel(s) a. Each member will take notes of both their own ideas as well as their partner's. 22. The people on the outside of the wheel will be moving one seat to the right after each question; people at the hub remain in their seats. 23. Dialogue for one minute on each of the following questions (At the end of each rotation, ask each participant sitting on the outside of the wheel to rotate one seat to the right. After they settle down, give them the next topic and ask them to reach a common understanding before brainstorming): a. What are some positive and negative experiences you've had with respect to communication at work? b. Is the current approach to communication effective? If not, how would things need to change? 24. Debrief each question: What did you hear that resonates with you as you begin to build your communication agreement?		
2:45 (3 m)	Next Steps	9. Each person enter their thoughts about the domains of the Communications Agreement by 11.15 10. Jesse will synthesize the Feedback Agreement to present on 12.4 Next meetings: ● 12.4.19 - 3:30 – 5pm ● 12.11.19 - 1:15 – 2:55pm ● 1.29.20 - 3:30 – 5pm ● 3.11.20 - 3:30 – 5pm ● 4.29.20 - 1:15 – 2:55pm	Beth	
2:48	Check Out	Council: Closing reflections on our meeting:	Beth	

ARMS Building Agreements Ongoing Meeting Design

(7 m)		3. What worked about today? 4. What could be improved?		
2:55	Adjourn			

Wednesday, September 17, 2019

1:15-2:55

Feedback Agreement

Preparation:

- Independently complete [Feedback Reflections](#)

Context:

The ARMS <> Team is working with Beth Hodge on the COS Team Formation Process. This process will help the team become a high performance team who will in turn grow and develop their own teams. This work will be the foundation for becoming a more collaborative school. Feedback is the first agreement the team will discuss as part of the process. There is not currently a department process or agreement around how the team provides feedback to each other.

Meeting Intent: To begin to align around a feedback agreement

Desired Outcomes:

- Beginning to build alignment around an initial feedback agreement
- Increased ownership and alignment around the work of creating agreements
- Increased trust as a collaborative group

Attendees: Rick Williams (principal), Laura Brown (8th assistant principal), Tevin Jones (7th assistant principal), Julie Resua (6th assistant principal), Jesse Gore (principal resident), Suzanna Beamish (instructional facilitator), Shuntina Taylor (lead counselor), & Lauren Haynie (SIP chair, 6th science teacher)

Not present:

Recorder:

Time	Topic	Process	Topic Leader	Notes and Action Needed
1:10	Early arrival for on-time start	Settle, greet each other, and prepare to be fully present for our work today.	All	

ARMS Building Agreements Ongoing Meeting Design

1:15 (10 m)	Check In	Council: How would your favorite superhero provide feedback? Would you want to emulate that or not? Why or why not?	Beth	
1:25 (5 M)	Alignment on meeting design	13. Present meeting design 14. Get questions or changes 15. Identify a recorder 16. Review the Rules for the Rules	Beth	
1:30 (70 m)	Feedback Agreement	16. The group will review what they have begun to define around feedback and ensure that they have included the features of useful feedback. 17. The group will work through the dimensions of the agreement, one at a time using a modified affinity protocol - one member will share their answer to the first question, the facilitator will ask if anyone has a similar idea and so on until everyone has shared; ideas are recorded in the Agreements DRAFT document. a. Once all ideas for each question are recorded, the group may ask and answer questions. b. Take a thumbs up/down agreement when done discussing each. 18. The group will reflect on the draft agreement before the next meeting and return with any thoughts, questions, or potential upgrades.	Beth	
2:40 (5 m)	Next Steps	11. Team will individually answer the question in the Agreements DRAFT doc: How do we receive feedback on this team? 12. Team will use comments feature to ask questions, add thoughts to each domain of the Feedback Agreement Next meetings: ● 10.31.19 - 1:15 – 2:55pm ● 11.15.19 - 11:15 – 2:55pm ● 12.4.19 - 3:30 – 5pm ● 12.11.19 - 1:15 – 2:55pm ● 1.29.20 - 3:30 – 5pm ● 3.11.20 - 3:30 – 5pm ● 4.29.20 - 1:15 – 2:55pm	Beth	

ARMS Building Agreements Ongoing Meeting Design

2:45 (10 m)	Check Out	Council: Closing reflections on our meeting: 5. What worked about today? 6. What could be improved?	Beth	
2:55	Adjourn			

Thursday, August 29, 2019

3:15-4:30

Feedback Agreement

Preparation:

- Independently complete [Feedback Reflections](#)
- The team members will review the Skill building and Guidelines Helpful to Dialogue, making note of the areas they might want to focus on for themselves as they move through the development of the Agreements
- Reflect on the agreements with the [Agreements Motivator](#) document

Context:

The ARMS <> Team is working with Beth Hodge on the COS Team Formation Process. This process will help the team become a high performance team who will in turn grow and develop their own teams. This work will be the foundation for becoming a more collaborative school. Feedback is the first agreement the team will discuss as part of the process. There is not currently a department process or agreement around how the team provides feedback to each other.

Meeting Intent: To begin to align around a feedback agreement

Desired Outcomes:

20. Beginning to build alignment around the meaning and purpose of feedback
21. Beginning to build alignment around an initial feedback agreement
22. Increased ownership and alignment around the work of creating agreements
23. Increased trust as a collaborative group

Attendees: Rick Williams (principal), Laura Brown (8th assistant principal), Tevin Jones (7th assistant principal), Julie Resua (6th assistant principal), Jesse Gore (principal resident), Suzanna Beamish (instructional facilitator), Shuntina Taylor (lead counselor), & Lauren Haynie (SIP chair, 6th science teacher)

Not present:

Recorder:

ARMS Building Agreements Ongoing Meeting Design

Slide Deck

Time	Topic	Process	Topic Leader	Notes and Action Needed
3:10	Early arrival for on-time start	Settle, greet each other, and prepare to be fully present for our work today.	All	
3:15 (10 m)	Check In	Council: Share one aha that you had as you completed the Agreements Motivator document	Beth	
3:25 (5 M)	Alignment on meeting design	17. Present meeting design 18. Get questions or changes 19. Review the Rules for the Rules	Beth	
3:30 (30 m)	Meaning and Purpose of Feedback	Content Learning 1. The group will engage in a feedback format practice activity. a. Members will pair up b. Beth will hand out <u>cards</u> to each member who will take a moment to reflect on a piece of positive feedback they will provide to their partner in the format identified on the card. c. Members will take turns and offer the feedback to their partner. d. Members will swap cards and take a moment to reflect on a piece of negative feedback they need to provide to someone not in the room. e. Members will take turns sharing their feedback with their partner. 2. Whole group reflection of how it felt to offer each type of feedback and then how it felt to receive each type of feedback. 3. As group members enter the meeting space, they will write on a piece of paper, their response to the question: "What does feedback mean to you?" 4. Each member will share what feedback means to them a. As they listen, they will circle words that they	Beth	Beth has cards to hand out

ARMS Building Agreements Ongoing Meeting Design

		hear from each other in their own meaning b. Beth will track the word/phrase patterns in ARMS Agreements DRAFT c. Other members may ask questions d. After the first person, Beth will ask if anyone had a meaning that was the same or similar to read it aloud, repeating this pattern until all similar meanings are read e. Beth will ensure that all members read their meaning f. Beth will read the words/phrases that she has captured and ask the group to reflect on whether or not they are all represented 5. The group will engage in dialogue about how and when feedback is given in their team and in the organization. a. The group will engage in follow-up dialogue about whether or not this creates a high performance environment, if it provides benefits - and what would need to change in order for it to do so. 6. The group will engage in common learning about the features of useful feedback by eliciting comments from the group, ensuring that key elements of feedback are highlighted.		
4:15 (5 m)	Next Steps	Next meeting: • September 18	Beth	
4:20 (10 m)	Check Out	Council: Closing reflections on our meeting: 7. What worked about today? 8. What could be improved?	Beth	
4:30	Adjourn			

Wednesday, August 14, 2019

ARMS Building Agreements Ongoing Meeting Design

8:15-10:00

Preparation:

- N/A

Meeting Intent: To provide enough information about the 7 agreements that the ARMS team can begin to align and have ownership around a process for creating them.

Desired Outcomes:

1. To align around norms we will use to begin our work
2. To understand the Communication Processes
3. To have a high level understanding of the 7 agreements
4. To align around and begin to have ownership of the basic process we will use to create the Agreements

Attendees: Rick Williams (principal), Laura Brown (8th assistant principal), Tevin Jones (7th assistant principal), Julie Resua (6th assistant principal), Jesse Gore (principal resident), Suzanna Beamish (instructional facilitator), Shuntina Taylor (lead counselor), & Lauren Haynie (SIP chair, 6th science teacher)

Not present:

[Slide Deck](#)

Time	Topic	Process	Topic Leader	Notes and Action Needed
8:10	Early arrival for on time start	Arrive, get settled, chat with your colleagues.	All	
8:15 (10 m)	Check In	Council: How are you arriving to our work today?	Beth	
8:25 (5 m)	Alignment on meeting design	1. Rick will share the context for this work with the team 2. Present meeting design 3. Get questions or changes	Rick Beth	
8:30 (15 m)	Norms we will use to begin our work	1. The team will share their current working agreements 2. Beth will review the Rules for the Rules and offer a time for questions/answers	Beth	

ARMS Building Agreements Ongoing Meeting Design

		3. Decision Making: (thumbs up/down) Do you agree to abide by the Rules for the Rules as we build our Agreements? 4. Beth will request that any expectations for the facilitator be shared		
8:45 (15 m)	Communication Processes	1. The team members will partner up and be assigned one process to review (dialogue, council, advocacy, and debate) and be prepared to respond to the statements: a. When ____ goes well, it looks like ____ and it causes ____. b. When ____ goes awry, it looks like ____ and it causes ____. c. Teams will share out 2. Beth will review the telling process. 3. Council: In which communication process do you find yourself most comfortable and why? 4. Council: In which communication process do you find yourself least comfortable and why? 5. Council: What is one area you plan to focus on today as we move through the development of the Agreements?	Beth	
9:00 (40 m)	The 7 agreements	1. Presentation of a summary of each agreement 2. Dialogue about each agreement 3. Council: Which Agreement seems most compelling to you right now? Why?	Beth	
9:40 (5 m)	Process to create the Agreements	1. Presentation of the basic process for making the 7 Agreements 2. Get questions/answers	Beth	
9:45 (5 m)	Next Steps	1. Independently complete Feedback Reflections 2. The team members will review the Skill building and Guidelines Helpful to Dialogue, making note of the areas they might want to focus on for themselves as they move through the development of the Agreements	Beth	

ARMS Building Agreements Ongoing Meeting Design

		3. Reflect on the agreements with the Agreements Motivator document 4. Next meeting: Aug. 29 3:15-4:30 5. Determine 10 90 minute sessions and share dates with Beth		
9:50 (10 m)	Check Out	Council: Closing reflections on our meeting.	Beth	
10:00	Adjourn			

9.18 meeting

4:00	Feedback Agreement	1. The group will work through the dimensions of the agreement (below), one at a time using a modified affinity protocol - one member will share their answer to the first question, the facilitator will ask if anyone has a similar idea and so on until everyone has shared; ideas are recorded in the ARMS Agreements DRAFT document. a. Once all ideas for each question are recorded, the group may ask and answer questions. b. Take a thumbs up/down agreement when done discussing each. 2. The group will reflect on the draft agreement before the next meeting and return with any thoughts, questions, or potential upgrades.	Beth	Rick will provide sticky notes
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