

M3 | Guide → Core Group

Communication Templates

This document includes sample Guide communications templates for key Core milestones. Please send all meeting agendas and member meeting summaries through your Guide Portal.

General Guidelines:

- *Members should not be required to complete pre- and post-work in relation to Core meetings. Any links, thought starters, or follow-up items should be framed as optional.*
- *By providing clear agendas, meeting summaries, and related communications, you will create a space that is welcoming and conducive to all members of their Core groups.*
- *Chief strongly encourages the use of the messaging feature within Chief.com to communicate with members between meetings. However, we know that some members prefer email. Please discuss with each Core group to understand their preferences.*

Pre-Meeting 3

Please submit the M3 agenda through the Guide Portal on [Chief.com](https://chief.com) ~48 hours prior to M3.

Template M3 agenda

I'm looking forward to seeing you all at Meeting 3! Here's our agenda for the meeting:

- Welcome and check-in.
- Activity: Discuss your personal and social identities and how they shape your superpowers and how you show up as a leader.
- What's next: Connect with each other outside of Core, confirm upcoming Meeting 4 date/time, and discuss other ways to get involved at Chief.

Post-Meeting 3

Within 48 hours after the Core meeting, please submit meeting attendance, Guide recap, and the member meeting summary through the Guide Portal on [Chief.com](https://chief.com). Once submitted, members will see the meeting summary information on their Core Home page.

To preserve member confidentiality, please do not include specific member stories from the group exercise in the summary. It should be high-level and include broad group connection rather than specific elements.

Sample M3 Meeting Summary

Thank you for another great Core meeting - I was inspired by your stories and thankful for your commitment to yourself and others in the group.

In Meeting 3, we:

- Discussed our social and personal identities.
- Shared how our personal and social identities shape our superpowers and influence how we show up as a leader.
- [Insert additional details or takeaways you want to highlight from the meeting]

I'm looking forward to seeing you all again for Meeting 4 which will take place on [date & time]. I hope that you're able to make every effort to attend, but if you're not able to join us, please mark your attendance in the Chief app or email experience@chief.com as soon as you know.