








## Digital Agenda for Team/Group Template

**Goal:** To stay connected, focused and informed.

Date:	
<p><b>Starting Up</b> (3-5 min)</p> <p>Read through the tips to the right</p> 	<p><b>Tips for everyone on video call:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use headphones and mic mute button if there is background noise.</li> <li><input type="checkbox"/> Turn video on to humanize our interactions.</li> <li><input type="checkbox"/> Resist multitasking while on call to respect everyone’s contributions</li> <li><input type="checkbox"/> Get on a couple minutes early, esp for larger groups</li> </ul> <p><b>Tips for facilitators:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Share your screen and enlarge it to 125% so everyone can see the agenda and each other.</li> <li><input type="checkbox"/> Inform participants if the session is being recorded</li> <li><input type="checkbox"/> Plan for shared air time and high engagement by designating reponse order (see section below)</li> <li><input type="checkbox"/> Identify who is in charge of the chat room, projecting, taking notes <ul style="list-style-type: none"> <li>• ____is in charge of chat room-alerting facilitator, if needed</li> <li>• ____is projecting the agenda and facilitating</li> <li>• ____is taking notes in agenda</li> </ul> </li> </ul>
<p><b>Connecting and Agreements</b> (15 min)</p> <p>1 min to think of response, 1 min each to respond</p> 	<p><b>Use prompts for people to help the group stay connected, focused, and supportive.</b></p> <div style="border: 1px solid black; background-color: #e8f5e9; padding: 10px; margin: 10px 0;"> <p><b>Some examples of prompts you can use:</b></p> <ul style="list-style-type: none"> <li>• Share an agreement that you see another person (on our staff or out in the world) enacting in a way that inspires you.</li> <li>• Share what you are grateful for today.</li> <li>• What is giving you the most energy to work on right now? What is draining you? What norm or strategy are you using to manage what is draining you?</li> </ul> </div> <p>Person 1: Person 2: Person 3: Person 4: Person 5: Person 6: Person 7:</p>
<p><b>Key Updates</b> (5 min)</p>	<p><b>State key updates that everyone needs to know today:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>



	
<p><b>For next check ins (1 min)</b></p> 	<p><b>Invite everyone to add any clarifying questions or requested updates for anyone by end of day:</b></p> <ul style="list-style-type: none"><li>•</li></ul> <p><b>Future check ins</b> (note areas the school/organization is still working on, but you want everyone to know more info is coming soon)</p> <ul style="list-style-type: none"><li>•</li></ul>
<p><b>Inspiration (3 min)</b></p> 	<p>Share an inspiration:</p> <div data-bbox="370 793 1513 1077" style="border: 1px solid black; background-color: #e0f2f1; padding: 10px;"><p><b>Some examples we have used:</b></p><ul style="list-style-type: none"><li>• Innovation, Beauty and Hope! <a href="#">Chino Valley USD Students</a> Spread Hope During School Closures Due to COVID-19</li><li>• We are the ones we are waiting for - <a href="#">inspiration from the leadership of our youth</a></li><li>• Listen and think about the ways we can <a href="#">Let each other know we are here for each other</a></li></ul></div>