

Designing a meeting AoC

1) At The Heart Of The Matter

I would first ask myself and try to explain to the group the following questions. Who am I to convene this meeting? What is my relationship to the others in this group? To answer the questions, I see myself as a facilitator of essential conversation first and foremost. The core purpose of the team meeting is to increase the subscription base of Timeless Today media broadcasting company to a mass audience around the world. We are meeting to work together as a team of individuals with different skills and views to effectively and efficiently bring this core purpose to fruition.

2) Clarifying Intent

This meeting is to discuss current work flows, hurdles and limitations of the main objective. The desired outcome is to resolve blockages and any unanswered questions or misunderstandings within the core team and consultant teams. Discussion may include but is not limited to; Promotions, Events / capture, Post production, customer relations, legal issues, business structures, Live streaming content , APP & website development & maintenance, input from the founders, core team input and consultant input.

3) The Invitation; The invitees are the core team members consisting of the sub team departments listed above & members of the consultant team. By coming together as a

full team in a structured environment, it will be possible for those involved to get a better understanding of the desired company direction as well as gaining a better perspective of how the company is progressing and any new considerations that might affect their business work flows. It will also be a chance for team members to become better acquainted with each other, to be recognized as a valuable team member and as an individual with his or her own personality, preference and ideas.

4) Setting Context: Once the meeting has begun, the purpose of the meeting will be described in accordance to the core purpose outlined in section 1) “At the heart of the matter” to remind the team what the core purpose of the company is as well as the specific tasks relating to the various sub teams outlined in section (3.

5) Creating the container: Since the meeting will be held online the virtual container will consist of a set of agreements that will give structure to the meeting. As the convener, I will ask for permission to convene the meeting, I will ask for brevity, (time will be kept) full attention, (not using mobile devices or having conversations with others not in the meeting) and confidentiality.

6) Hearing all the voices: Each person will be asked to speak in turn at the beginning and end of the meeting. At the beginning of the meeting, each person will be asked to answer a simple question like, Where are you and how are you feeling today? At the end, each person will be asked

what they take away from the meeting and what their action items might be.

7) Essential conversation: Essential conversation depends on the participants feeling comfortable and willing to speak honestly so it is important to create an environment which allows a feeling of safety and trust. Creating the container and hearing all the voices are important parts of essential conversation which is achieved when all participants are engaged and willing to speak their minds in a group setting. Dividing into specialized sub groups is another way to promote essential conversation.

8) Creation: I wish to create an environment that lends itself to the discussion of new ideas and ways of addressing old problems and obstacles that have not been fully solved by the team, as well as bringing more freedom and creativity to the processes of the company including, event staging, video production and website and app development. I feel that new approaches to problem solving and creativity can be established when more effective methods of convening are introduced. Our team meetings do not currently use video conferencing which may be a limiting factor to team members feeling fully engaged in the creative process. I believe that essential conversation can be elevated by creating a more personal, face to face online experience, which I intend to develop by using video conferencing in my future meetings.

9) Commitment to Action; As the convener I have the

responsibility to create a suitable environment for essential conversation. My commitment is to use the convening wheel model as best I can to establish this environment in an online situation. At the end of the meeting, I would also ask the group to make a commitment to themselves for the next 30 days, either in regards to their current work flows and their take aways from the meeting or in their personal lives that would directly or indirectly benefit the team as a whole.