

## SPD TEAM MEETING AGENDA

<b>SHARE GOOD NEWS</b>	TIME
Each team member shares one piece of either personal or professional good news they experienced since the last SPD team meeting.	5 Min
<b>CELEBRATE THE WINS</b>	5 Min
Meeting facilitator summarizes all the wins since the last SPD team meeting. Defer detailed discussions at this time. Just savor the wins.	
<b>To Do Review</b>	
Prior SPD team meetings "To Do's" are read aloud.	
Owner of the To Do may only respond completed or not completed. <b>No</b> commentary at this time. No challenges, no explanations just completed or not completed. <b>Goal is a 90% completion rate every meeting.</b>	10 min
<b>Five and Two Review</b>	25 min
See Five and Two Review Proven Process.	
<b>New Five and Two's</b>	30 min
See New Five and Two Proven Process.	
<b>Recap Strategic Next Actions "To Do" List from this meeting.</b>	10 min
Must be done IN the meeting and agreed to by all. Clarity!	
<b>Messaging</b>	
Note any important messages to be communicated to others inside or outside of the SPD team based on the decisions or discussions from this meeting.	5 min