**Appendix E**

**Sample Learning Teams Meeting Agenda**

1. **Introductions:**

* Conduct an icebreaker activity
* Sample icebreakers:
* What is one event that you’re looking forward to participating in over the summer?
* What is one of your biggest professional successes that you have accomplished this year?
* What was the best trip you ever went on?
* What is your favorite book and why?
* Identify ground rules for the meeting
* Confirm the roles. Who will be the timekeeper and facilitator for the meeting? Who will deliver the team report for the next LDP webinar?

1. **Facilitate questions from the previous webinar discussion**
   * Sample questions could be: (Questions can be developed by the learning team based on the previous facilitated webinar learner outcomes.)
     1. What attributes of successful virtual team meetings would be most relevant for your learning team? (from the “Virtual Teams” webinar)
     2. Reflect on a team you are a member of in your organization—what stage would you assess the team to be functioning within? What led you to conclude this?
     3. Influence draws on power to achieve results through others. Power comes in two primary forms: legitimate/externalized and personal. Based on your advance reflection, what is the source of your power?
2. **Project check-in**
   * Each participant gets 5 minutes to update the group on their project and solicit input or feedback.
3. **Wrap-up and next steps**
   * Solicit commitments that each participant will make toward their own development until the next team meeting.
   * Feedback on the meeting: strengths and opportunities for the facilitator
   * Confirm logistics for the next meeting (date, time, facilitator, time keeper)