



Team Meetings

Team meetings provide a simple yet effective mechanism to promote alignment, transparency, problem-solving, and continual improvement. Key best practices for impactful team meetings include:

- **Set a regular cadence** - Weekly or daily team meetings build rhythm and consistency. Ad-hoc meetings should be the exception.
- **Have a clear agenda** - Discuss priority topics and desired outcomes. Sent in advance so members can prepare.
- **Start and end on time** - Respect people's time. Late starts signal lack of discipline.
- **Facilitate discussion** - Balance contribution and keep the conversation productive. Draw out quiet voices.
- **Review metrics and status** - Share dashboard updates, KPIs, progress against goals, milestones, issues.
- **Identify action items and owners** - Capture next steps, accountability, and timelines.
- **Inspect prior actions** - Ensure past action items were completed. If not, assess why.
- **Communicate key messages** - Important updates from leadership, new developments, etc.
- **Celebrate wins** - Recognize recent accomplishments and contributors.
- **Allow for open discussion** - Foster questions, feedback, suggestions, and brainstorming.
- **Summarize takeaways** - Recap meeting outcomes, decisions, and next steps.

Effective team meetings align people to priorities, facilitate problem-solving, provide status transparency, and enable continuous improvement. They require structure combined with open dialogue. Use meeting time to focus on what matters, not administrative activities. Follow-up actions must occur to see benefits. Well-run team meetings build trust, clarity, and engagement.