# SAMPLE Roundtable Meeting Agenda

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| Time Frame | Topic |
| 5-7 minutes | * Welcome
* Gratitude Statements – set positive intention
* Word of the day – each member identifies one word to describe feeling for today
* Guiding Principles reminder
	+ Confidentiality, respect for each other
	+ Communication, open and supportive
	+ Commitment, to be there and share
	+ Cooperation, selling prohibited during the meeting
* Questions, concerns, suggestions for future meetings, additional members and format
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| 30-35 minutes | * Reflection time – fill in Monthly update sheet (up to 10 minutes)
* Member updates – members review Monthly Update sheet (3-5 minutes each)
* May choose to spend more than 5 minutes on one member's update
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| 40-45 minutes | * Update from last open discussion – Round Table ( 10-12 minutes)
* Presentation – open discussion, any member with challenge:
	+ Presents an issue, either professional or personal, to the group (10-12 minutes)
	+ Members ask clarifying questions (5-7 minutes)
	+ Silence while members write down ideas and thoughts regarding situation presented (3 minutes)
	+ Each member shares ideas and suggestions or experience that relates to the situation (10 minutes)
	+ Presenter offers feedback to suggestions and ideas from each member (2-5 minutes)
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| 5 minutes | * Closure and wrap
* Commitment for next meeting location and date
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