# 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 |
| 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 |
| 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) |
| 5 minutes | * Closure and wrap * Commitment for next meeting location and date |