

RAFT Team Meeting Template

At the start of the meeting, or before the meeting is scheduled, ask if anyone else on your team would like to lead the meeting so you are not leading every meeting in your organization. This shares power and gives other people in your organization a low-risk way to be a leader.

We keep track of our meeting agendas using Monday.com, but you could set up a similar template in Excel or Google Sheets. [We have set up a sample Google Sheet template here.](#) If you would like to use it, copy the document to your own Google Drive to use it. Feel free to add columns or agenda items as needed.

Below is a sample agenda:

Items	Notes / Documents	Person	Status	Est. Agenda Time	Link
Notes					
Gratitudes					
Stoplight/ Spotlight					
Team Show and Tell					
New Agenda Item #1					
New Agenda Item #2					
Recurring Agenda Item #2					
Appreciations					



Agenda Template Descriptions

X Axis Columns

Notes/Documents: Information needed to discuss whatever item in the list. In Monday.com we add a Monday Doc to the Notes column to keep meeting minutes with the agenda.

Person: This is the person or persons that “own” the item on the agenda and are bringing it to the team meeting.

Status: RAFT uses “Working on it” “Stuck” and “Done” for this column. “Working on it” means we have not covered the agenda item. “Done” let’s us have the satisfaction of checking the item off the agenda. “Stuck” means that, even once the item has been discussed at the meeting, we are still stuck on moving forward.

Priority: RAFT uses “Today”, “By next meeting,” or “Whenever” to signify when this item needs to be dealt with. This allows us to put items on the agenda that may not be covered in that meeting, but we won’t forget them later. It also helps us to organize the items on the agenda, so we get to “today” items first.

Estimated Agenda Time: List how long the person in charge of the item thinks it will take to discuss so you can try and organize items to fit in the time you have available for the meeting.

Link: A space for links to online resources that may be needed for the item.

Y Axis Rows

Notes: A reminder to make sure someone on the team is taking notes for the meeting.

Gratitudes: Start each meeting sharing gratitudes. First person shares a gratitude, then picks the next person to share a gratitude, that person shares a gratitude, picks the next person, etc. If your organization is too big to share gratitudes as a whole group, you can split into smaller groups and have people share gratitudes.

Spotlight/Stoplight: Team members can choose to share a stoplight (something happening that is affecting them or something they are working on) or a spotlight (something exciting that is happening).

Team Show and Tell: A team member can share a process or system, so others know how to do it, something they created something that happened to them while working, etc. RAFT mostly uses this to teach the team new systems or software.

New Agenda Item: Insert as many new items as possible that need to be discussed during the meeting.

Recurring Agenda Item: List items that you cover or may cover every team meeting. Sometimes the person in charge of these items may say there is nothing to discuss, but these items hold space on the agenda, so they are not forgotten. Some items RAFT has as recurring agenda items: calendar review, workshop updates, content updates, outreach updates, software updates.

Appreciations: A moment for people who wish to share appreciations about the organization, people in the organization, clients, etc. share their appreciation to close the meeting. Not everyone must share an appreciation.