

StreetDoctors Top Tips for Super Team Meetings!

- Set a date
 - ❖ Regular slot
 - ❖ Ideally 2 weeks notice
 - ❖ Be flexible! Allow the group to suggest convenient dates
 - ❖ Set next meeting date at end the meeting you're in ;)
- Send reminders
 - ❖ On agreeing date
 - ❖ 2 – 3 days before meeting
 - ❖ Early on the day itself
- Acknowledge people and their value
 - ❖ Managing people who are “enthusiastic to the point of dominating” the meeting – thank them for their input and divert to hear others
- Use an agenda
 - ❖ Give team members opportunity to add items to agenda before meeting, so send it round before meeting date.
 - ❖ Cover important action points first (in case time runs out)
- Take minutes of meeting
 - ❖ Not too long – try to keep to 1 side of A4
 - ❖ Summary of reports: use bullet points (a bit like this, yep 😊)
 - ❖ Who is in attendance and apologies (who couldn't attend)
 - ❖ List actions: who (named person) & when (set date)
 - ❖ Send to Medical Director, md@streetdoctors.org and if you're a London team include stepwise@streetdoctors.org too 😊
- Facilitate, don't dictate
 - ❖ Use the agenda – give other team members time slots for taskforce feedback, allocating volunteers to teaching sessions etc...
 - ❖ Allow everyone to be heard
- Manage phones / distractions
 - ❖ Make a point of switching your own phone off / to silent at the start of meeting. Ask others to do the same
 - ❖ Close unhelpful conversations by pointing out need to stick to agreed agenda