**02 - Guide for Building a ProsperiTeam**

This document describes the steps that an individual, and a team will take to organize into a “ProsperiTeam.” It provides an overview of the weekly meetings, and why and how they are conducted.

**1 - Make a commitment - what to expect:**

* Work the 12 Steps and the 12 Traditions of UA to the best of our ability
* Work the Tools of UA to the best of our ability
* Be accountable to a team and expect accountability from team members
* Be prepared for focused action with your team for a minimum of 1 year, for the purpose of fulfilling your personal definition of recovery and addressing your disease of underearning
* 4hrs of your time, each week
  + Entire team convenes for 1 hour each week: team bonding; reading/sharing from UA literature & step study
  + Receiving a 1 hour action meeting (as referenced in UA literature) once per week.
  + Giving two (2) 1-hour action meetings per week

**2 - Identify and select your ProsperiTeam members**

Complete the ProsperiTeam Information **03 - New Member Qualifications** document found in the ProsperiTeam documents on the UA website; identify, via interviews, a team size of 3-7 people who will form your ProsperiTeam group. This process may take anywhere from two to six weeks. For anyone you choose not to include in your group, please give them a copy of this document and encourage him/her to start their own ProsperiTeam.

In other words,

a. you fill out the **03-New Member Qualifications** document yourself, then

b. share your document with other people you're considering teaming up with, and ask them to fill it out too. When you have 3-7 people (including yourself) who you feel you can work with, you have a ProsperiTeam.

c. You may use the **04 Invitation to Join a ProsperiTeam** document when you have an on-going team, and you’re inviting prospective members.

**3 - Prepare for the first ProsperiTeam meeting**

Team members can use a meeting scheduler tool to select optimal meeting days / times. Also, start a shared “folder” where team documents will be uploaded and shared among those specific Team members. There are free internet tools that members can access easily. Each member should further prepare by reviewing the 14 Team documents. You may want to take a stab at specifying the amount you plan to earn per month, and any other recovery and earning-related targets for the next 12 month period, including an hourly wage, vacations and self-care; material acquisitions; spiritual, educational goals, etc., and/or create milestones within these goals for 30; 60; 90; 180 days; 1 year. **(11 - Individual Member’s Goals)**

**DO NOT** let this overwhelm you. Some will be able to make an initial wishlist; others will choose to wait until they have help from their Team members. Slow and steady can win your race!

**4 - Convene the first 1-hour team meeting (05 Team Weekly Meeting Format)**

During the first weekly 1-hour meeting, each team member should introduce themselves, sharing his / her entry into, and evolution within Underearners Anonymous, and why he / she seeks recovery using the ProsperiTeam. Establish mutually convenient weekly meeting time for entire team for the next few weekly Team meetings.

**5 - Convene the second 1-hour weekly team meeting (05 - Team Weekly Meeting Format)**

1. Create schedule for individual member weekly action meetings **(08 - Personal Action Meeting Format**)
2. Create the Team Scorecard data **(13 - Team Scorecard and Instructions**) —this will be addressed during 15 minutes of the 1st & 3rd weekly Team meetings (**05 - Team Weekly Meeting Format)**; the Scorecard data is developed as each Team member establishes his/her personal goals/targets.
3. Establish rotation schedule for Team Huddle Meeting, when entire Team supports one member during the weekly Team meeting once per month. (**12 - Huddle Inventory and Meeting Agenda)**

**6 - Establish your team’s ground rules**: such as being on time, not interrupting, being respectful and kind, monitoring how long each member speaks at any given time, e.g. 2-minute shares.

**Sample Ground Rules**

* The team’s success depends on each of us succeeding as individuals. “When you succeed, I succeed. When you succeed, we succeed.”
* Action meetings are a privilege.
* We agree to come to action meetings with a positive attitude, an intention to create value for ourselves and others on the team, and a commitment to produce results.
* A professional atmosphere is to be maintained in all team meetings.
* Members perform the meeting in a timed round-robin environment ensuring that everyone’s voice is heard equally.
* The objective of all action meetings is to produce a short, targeted list of focused actions to advance the actionee’s earning recovery.
* Assignments are to be completed to the best of the actionee’s ability.
* If an actionee is struggling with an assignment, action team members work together to define the next, right, smallest action that the actionee can work on. As a last resort, action meeting time can be used to perform that action.
* Producing results and moving forward in our lives is the purpose of action meetings. Go Team Go!!!

**7 - Third team weekly meeting of each month —Enrichment and team bonding with UA Tools  
 (05 Team Weekly Meeting Format)**

* Lean on the UA Tools as a way to bond and ground the Team within the UA concepts
* Team’s choice of literature and discussion
* Confirm logistics of action meeting (AM) rotation and launch AM process for the coming week.

**8 - First action meeting protocol (08 - Personal Action Meeting Format):** Each team member gets an opportunity to share and feel supported and grounded by their two action team members during his/her first action meeting.

--How can I feel most supported?

--Does this format need to be tweaked for my personal use?

--Members might begin to envision personal objectives for the Scorecard (**13 - Team Scorecard and Instructions**)

**9 - Fourth weekly Team meeting of each month (05 - Team Weekly Meeting Format):**  This meeting time evolves as the group coalesces. In the beginning months of this journey, the focus of the 4th weekly meeting should be on bonding and team building. The team may address topics of the team’s choosing, e.g., specific literature, step study, tools, etc.

Each member needs to feel safe, respected and have a sense of belonging. To that end, the team should not rush into the Huddle efforts until the team and each of the members are completely ready. Until that time, the focus should be on nurturing through acknowledgement and spiritual conditioning via UA tools and practices. As the weeks transpire, members should be able to see their way towards establishing authentic desires and goals.

After approximately 3 months of a ProsperiTeam’s life, the 4th weekly meeting becomes a team Huddle meeting. (**12 - Huddle Inventory and Meeting Agenda)**. The Huddle is the process by which one person receives focused support from the entire team for the whole meeting time. Depending upon the size of the team, this means each person will receive a Huddle approximately once every 12 - 15 weeks. Also - if one person experiences a particularly troublesome or jarring crisis, he/she - OR THE TEAM (the person may be in serious denial) - may determine that a Huddle is in order. That meeting can take place outside of the regularly scheduled meetings that occur each week, or might occur during the member’s weekly action meeting time slot, but includes the *entire* ProsperiTeam. The Huddle should result in specific actions to be taken, and that are documented in the team member’s **08 - Personal Action Meeting Format**, for purposes of ongoing accountability.

Please note: This document may also be used to assess the health of the entire group. This may occur just 1 or 2 times per year. Or - a Team may choose to conduct a 4th - 9th Step assessment on the entire Team, once or twice per year. This means that the group takes an inventory of the health of the Team within the context of the 12 steps of UA. For example, who has resentments or fears about the Team? That is 4th step work.

**10 - Maintaining Team Membership -** Occasionally team members decide to leave the group or the group feels ready to add new members. The team should decide a process for releasing current members, and inviting new members to join. The team may use the **03 - New Member Qualification** for new members and/or decide on another protocol for leaving the group such as giving 30 days’ notice prior to departure and/or an exit interview.

It behooves the individual as well as the team to maintain group continuity by having members remain. New members are often likely to disrupt the group’s flow and need orientation to team process and culture. The purpose of an exit interview is to give departing members every opportunity to remain a part of an intact group and to take care of the group as a whole. The disease of underearning is insidious and encourages us to abandon our best interests. The exit interview process can assist members to confront their fears and move towards recovery.

**11 - Monthly Team Business Meeting** is used to track the overall success of the ProsperiTeam process. **(06 - Team Business Meeting Format)** This includes any team decisions regarding membership, scheduling, weekly recovery topics, action meeting rotation process, etc.