**05 - Team Weekly Meeting Format**

The purpose of this document is to describe the proceedings of the **Team Weekly Meeting Format**. Each week, the entire team meets for one hour to review specific issues, promote bonding, and to insure the continuity of the team, as a whole body. The agenda for each week is described below, in **red.** We read this agenda (for the current week) aloud for each meeting. Prior to each meeting, someone volunteers to serve as the leader, whose responsibilities are to start the meeting on time, read the format and keep the meeting moving forward. A note taker and time keeper may be assigned, if necessary. Your team MAY decide to record the results of team decisions or anything else in the monthly **Team Business Meeting** (**06 Team Business Meeting Format)**.

**Dial-In Number ###-###-####** (available for free, online)

**Passcode ########**

**Tuesday 8-9 pm EST (example)**

**Serenity Prayer**

God, grant us the serenity to accept the things we cannot change, courage to change the things we can, and wisdom to know the difference.

**Set Aside Prayer**

God, please help us set aside everything we think we know about ourselves, our disease, these steps, and especially you; for an open mind and a new experience with ourselves, our disease, these steps and especially you.

**Roll Call**

**Vision, Mission, Goals**

Our vision is a life where grace, prosperity, and value flow freely, unconstrained by the past, managed with responsible stewardship.

Our mission is to determine a common definition of recovery from underearning through establishing our individual definitions and implementing them in the long term.

Our goals are

1) For each member of the group to develop an individual definition of underearning and recovery from underearning

2) For each member to maintain long term individual recovery as measured by covering a basic spending plan/expenses and not incurring any new unsecured debt

3) For each member to achieve prosperity as measured by covering an ideal spending plan

4) In the event that our team discovers additional unique processes that advance our progress / journey, we will consider sharing this new information as a contribution to Underearners Anonymous, by offering our discovery to the UA community.

5) While each member is committed to a rigorous program, we strive to bring levity, passion and laughter into all team meetings. We found that this commitment was particularly useful and valuable.

**Traditions:**

We strive to observe all 12 Traditions of Underearners Anonymous, with the exception of Tradition 3. Tradition Three in the Big Book states that, “Any two or three [UA members] gathered together for sobriety can call themselves a [UA] group … .” Just as a UA member can call an action meeting, this effort is a similarly closed accountability group. In the spirit of Tradition 3, we encourage prospects who are not selected for our team to start their own.

Of particular importance are Tradition 1 and Tradition 2. Tradition 1 states “Our common welfare should come first; personal recovery depends on UA unity”.

Tradition 2 states “For our group purpose there is but one ultimate authority — a loving God as is expressed in our group conscience. Our leaders are but trusted servants, they do not govern.”

**Recovery/Scorecard (2 minute shares with a 1 minute warning)-for the 1st & 3rd and 5th weeks of the month.)**

Each member gives their recovery day count and their numbers on the Scorecard (progress toward monthly minimum and target). The intent of focus on the Scorecard is to ensure that each person will make his/her numbers for the month, and why or why not. They share what actions they took in the previous week, what challenges they are facing, and what support they need (from the team or outside resources such as an attorney or CPA).

**1st Meeting of the Month - Business Meeting**

* Business Meeting Format (refer to: **06 - Team Business Meeting Format AND**

**07 - Team Business Meeting Action Items)**

* Old business - Re-cap of previous business meeting will be read
* New member discussion - If we have openings on the team, discuss status of invitations.
* New business

**ProsperiTeam Launch Meeting** - This will be the very first meeting of a new ProsperiTeam. Among the first orders of business will be the establishment of weekly personal action meetings (**08 - Personal Action Meeting Format).** This will require a grouping of team members into triads. Our experience, strength and hope on this matter is that it is useful to create a very objective process for creating your triads so that 1) each triad changes membership on a quarterly basis, such that only one person (a giver) transitions onto a new triad. This is to ensure continuity, such that there is one person (giver) who can hold the actionee accountable for his/her actions, and so the actionee can gain the perspective of a new member. 2) The team wants to avoid an atmosphere of “favorites,” where one or two people are “always last to be chosen.” One way to accomplish this objective is to go by alphabetical order.

The process might look like the example below, with five members, where each letter (A, B, C, D, E) represents a team member:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Members | A | B | C | D | E |
| First Qtr Rotation | BC | CD | DE | EA | AB |
| Second Qtr  Rotation | BD | CE | DA | EB | AC |
| Third Qtr  Rotation | DE | EA | AB | BC | CD |
| Fourth Qtr  Rotation | EB | AC | BD | DE | DA |
| Fifth Qtr  Rotation | BC | CD | DE | EA | AB |

**2nd Meeting of the Month--Step Study meeting**

* Step Study (e.g., one step each 1st meeting of the month)
  + **Recovery/Scorecard (2 minute shares with a 1 minute warning)-for the 1st, 3rd and 5th [if relevant] weeks of the month.)**
  + Brief reading from Big Book or 12x12 (5 minutes).
  + Discussion on that step and/or 2 minute shares

**3rd Meeting of the Month**

* Recovery/Scorecard check-ins
* Reminder to Huddle Receiver for 4th week: Huddle Document needs to be completed by 48 hours prior to next meeting- if not then huddle receiver forfeits huddle
* Brief reading from Big Book or 12x12 (5 minutes).
* Discussion on that Step and/or 2 minute shares

**4th Meeting of the Month- Huddle**

During the first quarter of the ProsperiTeam process:

The 4th meeting of the month can be devoted to a topic of the team’s choosing, e.g., specific literature, step study, tools, etc.

At the beginning of the second quarter of the ProsperiTeam process:

Go to Huddle Document -(**12-Huddle Inventory and Meeting Agenda)**

**5th Meeting of the Month-**

* Recovery/Scorecard check-ins
* Step study, topic focus or other literature, of the team’s choosing

**15 minutes prior to closing: acknowledgements for team members (30 seconds each).**

* Go around the wheel with a word or short statement of how we want to acknowledge our team members.
* As each person takes a turn, he/she should offer **one** specific example of how each of the other team members: 1) is making progress; 2) has contributed to me and/or other members; or 3) exhibits a wonderful demonstration of a character asset.

**Serenity Prayer.**

God, grant us the Serenity to accept the things we cannot change, courage to change the things we can, and wisdom to know the difference.

**Prosperity Prayer**

Dear God, we surrender our financial affairs to your divine care and love. We ask that you grant us faith in you and the process. We know and trust that we are gaining more and more solvency and that money and prosperity on all fronts will flow into our lives. We have only to look to nature to see proof of the abundance you provide. We embrace only those thoughts that allow us to know that prosperity is our true state. We commit to being grateful for all that we now have in our lives. We learn to manage our finances wisely, seeking help where needed. And finally, we ask you to help us to understand our purpose in life and to act on that purpose with courage and strength. We know that prosperity is here now, and that more will come, in part, by doing work we love. Please help us use our skills and knowledge to be of service in the world. Thank you, God. Amen