**06 - Team Business Meeting Format**

This document is the 1 hour format for the monthly Team Business Meeting for the entire Team. The purpose of the Team Business Meeting Format is to address logistics, schedules, membership changes, member roles (e.g., note taker, time keeper, leader for future meetings, etc.).

**Dial-In Number ###-###-####**

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

**Day and Time ########**

**0:00 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.

**0:02 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 myself, my disease, these steps and especially you.

**0:03 Meeting Agenda:**

Today is our Team Business Meeting scheduled on the (DAY) of every month.

In two weeks is our huddle- [team members names can be alphabetized to know who will be the focus of the Huddle at the next meeting] please complete the Huddle Inventory (**12 - Huddle Inventory and Meeting Agenda)** by 48 hours prior to our next team meeting. Ideally, team members will have reviewed the completed Huddle inventory prior to our next meeting.

**0:05 Recap of last business meeting:**

Will the note taker please read the notes from the last business meeting?

See **07 - Team Business Meeting Action Items (**spreadsheet**)**

[The team should maintain ONE DOCUMENT - i.e., **07 - Team Business Meeting Action Items,** as a running record of the decisions made, and events highlighted (vacations; changes in schedules; etc), members who will take minutes for any of the meetings; and other business items affecting the entire team. This document should be readily accessible to all members, so that everyone can quickly note what occurred at the previous meeting(s), and what decisions are on deck for the current and future meetings.]

**0:10 : Business**

Any vacations this month?

Before we begin, are there any items to be added to the agenda? *(Designated note taker adds items for discussion to the agenda.)*

As decided by group conscience, we discuss filling any open spots in our group if that is necessary. *(If spots are open, follow the process we have outlined to identify and put forward new members).*

*Go through discussion, motions, votes on business meeting agenda following* ***Robert’s Rules of Order.***

**0:40- Acknowledgements:**

[This is the segment in the meeting when each team member acknowledges each member of the team for his/her contributions to the team and accomplishments in general. We used the alphabet to determine which member would be first to receive acknowledgement. When everyone has provided acknowledgement to that person, then the next name in alpha order is up for appreciation. If time is short, we cut the acknowledgement to one powerful word]

* Go around the wheel with a short statement for each team member, which expresses appreciation for their contribution and successes. Then we do a team “ra ra!!” This process engenders enthusiasm, which is an important ingredient for raising team vibration and team members’ spirits.

***0:55- Close Discussion:***

Thanks everyone for a great meeting. Let’s close with the Serenity Prayer followed by the Prosperity Prayer.

**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 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