

## **SAMPLE AGENDA FOR ACTION TEAM MEETINGS**

### **Goals:**

- Everyone on the team volunteers to do something, even if small.
- Prioritize, set goals, and make an action plan and timeline, for the top program/initiative that the team will be working on that falls within the theme of the action team/committee (i.e. a particular program or event, membership, fundraising, etc.)
- Build relationships between team members
- Connect team members to the experiences/origin of their interest in the action team theme
- Remember to start and end the meeting on time.

### **1. Review agenda**

**2. Rounds question** 1 min. each– (example: if this question wasn't asked in a prior meeting, ask "Share an experience that illustrates why you're passionate about this topic/issue" )

**3. Prioritize: choose which one to two ideas (or more, in exceptional cases) the team will create and action plan and timeline.**

### **Some of the criteria you can use to vet the ideas are:**

- Are the majority of the team interested in the idea/program/initiative?
- Is each member of the team willing to do one thing to make it happen? (ranging from welcomer at the door, some piece of the logistics, contacting a presenter, etc.)
- Can you design the program/initiative in a way that makes those participating feel more connected to each other and the synagogue?
- Does it align with the mission and priorities of the synagogue at this time?

**4. Plan the program/initiative, and create a timeline for next steps, and who will do which pieces.**

**5. Choose the next meeting date**

**6. Evaluate the meeting, what went well and what could have gone better**