



HPT Meeting Agenda



(Organisation) Team Meeting (60min)
(Mission)
Location:
Date & Time:

Chair:
Moderator:
Notes/ Minutes:
Attendees:
Apologies:

Item 1 <i>Inclusion 1</i>	Welcome <ul style="list-style-type: none"> • Organisation Mission & Values Share; • Specific Team Role & Accountability; • Meeting Team Purpose & Outcomes; • Moderator Cards & Ground Rules 	Chair	2 mins
Item 2 <i>Support 1</i>	Warm-Up One word barometer; Ice-breaker and/or Success & Challenge	All	3 mins
Item 3 <i>Proactive 1</i>	Team Member Updates Week/s Prior & Week/s Ahead Exception Reporting (2 mins max per team member) (Refer to Team Data Wall) <i>Live Notes:</i>	All	8 mins
Item 4 <i>Proactive 2</i>	Hot Issues <ul style="list-style-type: none"> • Pair & Share Top 2-3 Issues – Write on whiteboard and vegas vote (5 ticks per person) (3 mins) • Top 2 topics selected • 1 min – elaborate / 1 min – clarify / 3 mins – discuss / 1 min takeaway action <i>Notes:</i>	All	15 mins
Item 5 <i>Strategic 1</i>	Senior Leaders Briefing and Q&A <i>Live Notes:</i>	Senior Leader	10 mins
Item 6 <i>Strategic 2</i>	Deep Dive Presentation & Strategy Discussion* <ul style="list-style-type: none"> • Present strategic issue & question for discussion (use template) (7 min) • Discussion / brainstorm (use whiteboard to track conversation) (7 min) • Presenter comment on takeaway value of discussion (1 min) (*alternate with Action Plan Review & Update item as needed) <i>Live Notes:</i>	Presenter	15 mins
Item 7 <i>Support 2</i>	Team Pulse: Culture & Communication Update <ul style="list-style-type: none"> • Wellbeing Update –Team Pulse Survey data review & note of forward actions to promote wellbeing • Culture Update – round table discussion of notable personal news and events among team. Clarification of key forward messages for stakeholders. <i>Live Notes:</i>	All	5 mins
Item 8 <i>Accountable</i>	Close (Barometer, Takeaway Actions, Moderator Feedback & Next Mtg Roles) Moderator Feedback: Next Meeting Date/Time: Chair: Moderator: Deep Dive Topic & Presenter: Live Notes/Minute Taker:	Chair & Moderator	2 mins

Ground Rules (Red Card/ Yellow Card)

- 1. Openness & Trust-** Right to 'off record' speech with 'on the record' documented as formal feedback.
- 2. Balanced Debate -** Respecting both sides of the argument and allowing diversity of views.
- 3. Competency over Role -** Respecting the 'value' of the person's opinion regardless of their 'status'.
- 4. Issues over Personalities -** Staying 'issues' focused and not letting personalities overpower the agenda.
- 5. Accountable Actions & Clear Outcomes -**Being constructive in feedback and offering a solution focused
- 6. No Devices –** Exception Moderator & Chair for Time Keeping & Live Notes/ Minute Taker