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# 30-Minute Meeting

*Created in the field by John Matich*

The 30-Minute Meeting Protocol offers a way for teams to consistently check in with each other and establish working goals for the week, reducing isolation and building opportunities for fresh collaboration. The protocol keeps the group on-task and facilitates each individual having a voice. By revolving meeting facilitation and recording, the process also builds leadership skills.

To begin, establish a consistent meeting time and location (i.e. Every Monday at 10:30 in the Conference Room). The facilitator guides the group through the following process:

1. Facilitator welcomes the group and invites them, in round-robin fashion, to state their name, how they are feeling, and say *"I'm In."* (3 minutes)
2. Participants come prepared to the meeting with lists of updates and are invited to share them in round-robin fashion. (5 minutes)
3. Facilitator invites the group to share, in round-robin fashion, questions and/or needs for the week (Q & N). The facilitator paraphrases and checks for clarity and then cues the recorder to capture the question/need on a large poster paper. After the first round, the facilitator invites participants to add to the list or say *"pass."* Questions are not answered at this time and needs are not addressed. (10 minutes)
4. Once questions and needs are identified, the facilitator invites group members to *"sign up"* to follow up with the author of the Q & N. (i.e. *"Who was the author of 'What are we doing about documenting the reflections from our professional development sessions?' Who would like to meet with John to provide clarity around that issue?"*) The facilitator cues the recorder to list the names of the people who would like to be part of that conversation. Other questions/needs might be: *"I need help organizing the materials for Tuesday's information meeting"* or *"When and how should we incorporate technology as part of our own professional development?"* (10 minutes)
5. Facilitator asks the group who would like to be the facilitator and who would like to be the recorder for the next meeting.
6. Debrief: Facilitator invites the group to reflect on the meeting using the following question: *"What worked for us today? What do we need to focus on or do differently next meeting?"*