

# Service Unit Meeting Guide

Date: \_\_\_\_\_

| Group roles                                                                                               | Group norms                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facilitator: _____<br>Time keeper: _____<br>Note taker: _____<br>Task manager: _____<br>Encourager: _____ | ⇒ Honor the facilitator<br>⇒ One mic<br>⇒ Make space, take space<br>⇒ Stay solution-oriented<br>⇒ Speak with intent<br>⇒ Assume best intent<br>⇒ Eye on the mission |

| Agenda |       | My next steps              |
|--------|-------|----------------------------|
| Time   | Topic |                            |
|        |       | 1.<br>2.<br>3.<br>4.<br>5. |

| Meeting notes |  |
|---------------|--|
|               |  |