

DO A "CHECK IN" EACH TIME

I.B.B.

1. Who we are?
 - Reintroduction validates each member's importance.

2. How are you?
 - Build relationship

3. Do you have any time constraints today?

4. Who is missing?
 - Reason given if you know

5. Any issues that need discussion
 - "Surfacing the Elephants"

6. Any reflection:
 - Look for opportunity to solve a little problem.
 - Look for opportunity to say something positive.