



Tips for Effective Team Meetings & Huddles

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1 Create an agenda. Having an agenda keeps the meeting focused and provides expectations for your team.

2 Document the meeting. Make sure to note the date of the meeting and team members in attendance.

4 Have each team member share their updates. This is a great way to get to know your team better and understand what they are working on.

5 Provide snacks for team members. Food is the key to our hearts and gives us comfort.

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7 Brainstorm collaboratively to address concerns. Collaborating to solve problems can strengthen your department.

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6 Ask your team to voice any concerns. This gives your team a chance to bring up any ideas to your department.

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8 Thank your team members. Show recognition for their contributions; a simple thank you can go a long way.

9 Bring documentation. Have each team member sign their name at the end of the meeting. Have each team member print and sign their name for a great documentation tool.

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10 Type up the meeting minutes. Place them in a shared folder for all team members to access. This is great to have on file for documentation and for team members to read who could not attend the meeting.