



## Team Introduction Meeting

### Agenda and Host Guide

*We suggest that this meeting be about 1 hour long plus any time for socializing before the meeting (if you include this). Be sure to allow for some time before the meeting starts for team members to socialize.*

### Tips to Prepare for Your Meeting

**\*Reminder:** if you don't already have them, make sure to gather emails for all Team members so you can send meeting reminders and materials.\*

**Plan Your Meeting:** Decide if your meeting will be in-person or virtual.

- If in-person:
  - Set up a seating area for your guests with a computer or TV with computer connection option (usually an HDMI cable or screencasting) so you can show a video and folks can easily see and hear it.
  - If you can, consider offering drinks or snacks! It doesn't need to be fancy, some water/coffee and cookies, or anything simple, works.
- If virtual, meeting options include Zoom or Google Meets.
  - NOTE: Free video call options – [Zoom](#) allows for a maximum of 40 minutes free and [Google Meet](#) allows for 1 hour with a google account.

**Send a Reminder Email:** A few days before your launch meeting, send a reminder email to everyone with the day/time/location of the meeting. If you are meeting virtually, include the link for the virtual meeting. It can also be helpful to add your phone number into the email in case people arriving have questions about where to go or park.

- Here's a sample reminder email: *"Hi all! Just a reminder that our Team Introduction meeting is next [date, time] at 6 pm at my home, [address]. If you have any questions or need help finding my place, please feel free to text or call me at [phone number] I look forward to seeing you all then!*
- If you add in socializing time at the beginning, let folks know you are meeting at 6 pm to chat and socialize and the introduction meeting will start at 6:30 pm (for example).

**Facilitation Tips:** Don't worry, meeting facilitation is easy! You don't need to be an expert on the topic or have facilitation experience. The role of the facilitator is simply to help guide the meeting process and keep things moving through the agenda.

*To get ready right before your meeting, be sure to:*

- Read through the agenda and practice any parts of the meeting that would be helpful, like checking your video setup and playing the videos to get familiar with the content.
- Plan to watch the clock or set a timer to help you stay on time with the agenda. You can also ask someone else at the meeting to volunteer to help you watch the time.

*During discussion sections of the meeting:*

- Listen to everyone as they share, this will encourage people to participate. Another great way to encourage participation is to acknowledge or thank people for sharing or highlight something that was helpful or meaningful.
- After you ask a question, be sure to pause as needed for people to consider their answer and prepare to reply.
- If someone hasn't spoken much, consider encouraging them to share by asking them if they have anything they would like to add. If they share, thank them for sharing!
- If someone is talking a lot, consider thanking them for sharing and asking the team if anyone else has thoughts they would like to add.

## **Introduction Meeting Agenda**

- **Time for Informal Socializing** – 10-30 minutes before the meeting start time
  - As guests arrive, greet them, mention where the bathroom is, food/drinks, etc.
  - Encourage folks to chat and connect before the meeting gets started!
- **Welcome and Introductions** – 10 minutes
  - Kick off the meeting by welcoming everyone and thanking them for coming.
  - Introduce yourself and share a quick overview of why you are here and what you're doing today.
  - Start introductions around the team. Ask folks to share their name and either why they decided to join or something they would like to learn about.
- **Watch 'Teams Introduction' & 'Climate Solutions Challenge Platform' Video Videos and Discuss** – 20 minutes
  - Introduce videos:

- i. [Teams intro](#): This fun video will give your team an understanding of what the program is about and get folks excited to get started.
- ii. Climate Smart Challenge Platform: [This video](#) will walk your team through using the Challenge website, our fun interactive online platform that will serve as your resource and progress tracker throughout the program – and beyond!
  - After watching, have a quick chat about the videos – ask folks to share their reactions and what resonated with them and any questions that they have.

- **Teambuilding Icebreakers** – 15 minutes

Get to know each other by having everyone answer a few fun icebreaker questions! Choose 2 or 3 of the questions below or come up with your own, then ask one question at a time and go around so everyone has a chance to share.

- What brought you to this community and how long have you lived here?
- What is one of your favorite things to do or places to go in your area?
- If you had to teach a class on one thing, what would you teach?
- If you could learn one new personal skill, what would it be?
- If you could travel anywhere in the world, where would you go and why?

- **Get Started!** – 15 minutes

Check in to ask who is interested in joining the team. If anyone is unsure, there is no pressure! They can decide later if they like. For those who are ready to get started, take the following steps:

- **Decide When to Meet:** decide how often and what date/time the team will meet, i.e., every other Wednesday at 6 pm (we recommend meeting every 2-4 weeks).
- **Meeting Facilitation:** Share that the team will rotate meeting facilitation and ask for a volunteer to host the next meeting. The topic of the next meeting will be Home Energy. Decide on the facilitator schedule for all remaining meetings at the next meeting or now if the team is ready. Try and find a time now that works to meet in 2-4 weeks together!
- **Create Accounts:** Share your custom link for your team and have everyone use their phone to create an account on the [Climate Smart Challenge website](#). If anyone is not ready to sign up, that is ok, let them know you will include the link in the follow up email.
- **Name Your Team!** Come up with a team name or ask people to bring ideas for team names to the next meeting if they are not ready to choose a name yet.
- **Take a Team Photo:** If your team is comfortable doing so, take a wide-shot team photo to replace the blue sky image on your team page! Or do this at your next team meeting.
- **Decide on Communication:** Decide as a team if you want to stay in touch with a

group text message, email chain, or another medium. It is important that everyone can easily stay in the loop with each other! Create your team message after the meeting with a big thank you to start team communication.

- **Follow Up and Next Steps** – 5 minutes
  - Let everyone know that you will send them a follow up email with next steps (see below).
  - Before the team's next meeting, everyone should:
    - i. Watch the 'Solutions' Video (*coming soon! If no link for this video is visible yet, skip this step*).
    - ii. Complete their household profile on the Challenge Website
  - The next meeting will start with an opportunity to discuss the 'Solutions' video (*if applicable*) and household profile.

### **Follow Up from Your Team Introduction Meeting**

Amazing! Great job hosting your team introduction meeting! We hope you had fun and that your team is excited and ready to move forward.

- After your launch party, ideally within 24 hours, send a follow up email to everyone in your team.
  - Thank everyone for attending.
  - Share the date/host for the next meeting or a full list of meeting dates with corresponding topics and meeting hosts if you complete this during your meeting.
  - Remind everyone to complete the follow up activity: watch the Solutions video (*if available*) and log onto the [Climate Smart Challenge website](#) and complete their household profile, before the next meeting date.
  - Let folks know they should reach out to you if they have any questions.
- Visit your team webpage: change your team name and add your team photo to the page (if you have this ready).
  - You can edit your team name at any time by clicking on the 'gear' button on the bottom right of the header image.
  - Your team photo can be added by clicking the pencil icon on the top right of the header image.

