Baseline Meeting

Getting a firm introduction to each team member. Obtaining a better understanding of how things are going in the facility.

☐ **How are things going outside of work?**

Summary:

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Next Steps:

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☐ **What's at the very top of your mind right now?**

Summary:

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Next Steps:

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☐ **As a team, is there anything we should START doing?**

Summary:

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Next Steps:

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☐ **As a team, is there anything we should STOP doing?**

Summary:

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Next Steps:

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☐ **Is there anything you would like to discuss but is a little stressful to bring up to facility management?**

Summary:

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Next Steps:

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☐ **What's a problem we have on our team that I might not know about?**

Summary:

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Next Steps:

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☐ **Is there anything that would be productive for me to re-explain to our team?**

Summary:

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Next Steps:

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Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared