
First Team Meeting

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Whether you're inheriting a new team, or a new manager yourself, these agenda items will set the tone for your team dynamic.

Icebreaker

Summary:

Next Steps:

How can I best support the team as a manager?

Summary:

Next Steps:

What's the best way for us to communicate as a team?

Summary:

Next Steps:

Meeting cadence- When, where, how often?

Summary:

Next Steps:

Expectations (for you and for me)

Summary:

Next Steps:

Questions?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared