

Setting the Tone for an Effective Meeting

*"If you want to go fast, go alone; if you want to go far, go with others."
African Proverb*

- A. Assign a start time and honor it
- B. Set expectations for the meeting
- C. Have an pre-established agenda visible to all
- D. Be the example you want to see from everyone
- E. Start with an ice-breaker:
 - Give a one-word description of _____ (yourself, this team, your position or people they serve, what your life is like right now)
 - Share a shining moment (highlight) in your SAI life
 - Share the most exciting thing that has happened to you since the last meeting

- As an Ice Breaker question:
 - If you could have an endless supply of any food, what would you get?
 - . If you were an animal, what would you be and why?
 - . What is one goal you'd like to accomplish during your lifetime?
 - . When you were little, who was your favorite super hero and why?
 - . Who is your hero? (a parent, a celebrity, an influential person in one's life)
 - . What's your favorite thing to do in the summer?
 - . If they made a movie of your life, what would it be about and which actor would you want to play you?
 - . If you were an ice cream flavor, which one would you be and why?
 - . What's your favorite cartoon character, and why?
 - . If you could visit any place in the world, where would you choose to go and why
 - . What's the ideal dream job for you?
 - . Are you a morning or night person?
 - . What are your favorite hobbies?
 - . What are your pet peeves or interesting things about you that you dislike?
 - . What's the weirdest thing you've ever eaten?
 - . Name one of your favorite things about someone in your family.
 - . Tell us about a unique or quirky habit of yours.
 - . If you had to describe yourself using three words, it would be...
 - If someone made a movie of your life would it be a drama, a comedy, a romantic-comedy, action film, or science fiction?