



Meeting Roll-Call/Debrief

When to use:

Helps people connect and be more effective in meetings. Use at the beginning and end of a meeting, as well as to create a reflection space during a heated discussion.

What you need:

10 minutes of time (*depending on team size*); no additional materials

Instructions:

Prepare 2 or 3 questions (*see examples to the right*) that each person will answer verbally. Everyone reflects on the questions and takes a turn to briefly answer them, usually no more than one sentence per question. Others do not comment or begin a dialogue but can simply acknowledge with a “thank you”.

The first two suggested questions typically become standard for every meeting while the third question can be changed. Make them relevant for your team and meeting!

Roll-Call (*at beginning*)

- How are you feeling?
- Is there anything keeping you from being present today?
- What do you want to accomplish today in this meeting?

Debrief (*at end*)

- How do you feel now?
- What do you take away from this meeting/what is your biggest insight?
- What should we do differently next time?