

These words are just a suggestion - the facilitator may choose other words.

1. OPENING

WELCOME

Welcome to this m-LAH meeting.
We hope you find it a useful space
to focus on the activities that are most important to you.

Start the meeting with a welcome.

1.1 GROUP CULTURE

We start by reading the Group Culture.
Please login to the app to read the culture.
<https://m-lah.org/m-lah-group-culture>

*It is useful to read the group culture,
it establishes that attendance is voluntary.*

1.2 TIME & DURATION

This meeting is due to be x minutes.
We should finish by x o'clock,
that means we will have approximately x minutes per person.

*The group discusses meeting length.
Meetings are normally 60 minutes.
You should calculate the time for each share.*

1.3 MEASURABLE

Before we start, this is just a reminder
that all activities should :

- > be measurable
- > be time-bound
- > have a measure of effort (points)

The group might discuss measurability.

1.4 MARK LAST WEEK'S ACTIVITIES

Before we start, can you log into the app
and mark your activities from last week
as complete or incomplete.

*Make sure that everyone uses the app
to mark their activities as complete
or incomplete.*

2. SHARES

2.1 WHAT HAVE YOU BEEN DOING ?

Can you tell us what you have been up to since the last meeting and what activities you recorded in the app and did you complete the activities ?

(please mark activities as complete if you haven't already done so)

2.2 WHAT WOULD YOU LIKE TO DO ?

And what activities would you like to do in the coming week ?

What would you like to do ?

If the member can't think of activities, you can ask other members to suggest activities.

SUMMARISE & CONFIRM

So, you would like to do :

... this

... that

... the other

is that correct ?

*Summarise & confirm activities.
All activities should be measurable.
You may ask a member to re-word the activity so it's measurable.*

2.3 ASK FOR FEEDBACK

So, this person would like to do this, that and the other ...

... what do you think of these activities ?

... and how many points for the activities ?

Go round the group and ask for feedback from each member in turn. Make sure you ask a different person to start the feedback, each time.

Allow anyone that wants to, time to feedback. But also, keep the meeting moving, get the balance right.

When someone has given feedback, thank them before asking the next person for feedback.

ADD ACTIVITIES INTO THE APP

Are you happy with your activities ?

Please enter them into the app.

How many points is each activity worth ?

*Points are a measure of effort.
A good rule of thumb is to give one point for one minute of activity.
But also think how difficult it is to complete an activity - a 30 min run is easy for some and difficult for others.*

THANK THE SHARER

Thanks for sharing that.

Thank the sharer before moving to the next person.

When everyone has shared, move onto step 3.

3. CLOSE

3.1 NEXT SESSION

When is the next meeting ?

3.2 BID OF THANKS

Would you like to say the bid of thanks ?

Some groups like to say a bid of thanks.

<https://m-lah.org/bid-of-thanks>

3.3. REPORT

Anyone that has attended a meeting can create a meeting report.

If the group is run by a school or Sponsoring Institution then the facilitator must create a report.

In the App, click on 'Create Meeting Report'

- *green all good, nothing to report*
- *orange something to report but happy to continue*
- *red something to report, the group will be suspended*

99% of meetings will be green - nothing to report.