

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.

3. CLOSE

3.1 NEXT SESSION

When is the next meeting ?

Agree with the group when the next meeting should be.

3.2 BID OF THANKS

Would you like to say the bid of thanks ?

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

*Some groups say a Bid of Thanks.
The Bid of Thanks is optional.*

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.