



## Values Meeting in a Box

### Agenda

What	How	Who	Time
Welcome	<ul style="list-style-type: none"><li>• Welcome, Introductions</li></ul>	Manager	2 min.
Agenda Review	<ul style="list-style-type: none"><li>• Review purpose of meeting</li><li>• Review agenda</li></ul>	Manager	3 min.
Culture & Values Presentation	<ul style="list-style-type: none"><li>• Present Culture &amp; Values presentation</li><li>• Clarify key points or questions</li></ul>	Manager	20 min.
Discussion	<ul style="list-style-type: none"><li>• Pose discussion questions to team</li><li>• Discuss questions</li></ul>	Manager, Team	25 min.
Next Steps	<ul style="list-style-type: none"><li>• Review &amp; discuss 'go forward' plan</li></ul>	Manager, Team	5 min.
Wrap Up	<ul style="list-style-type: none"><li>• Address remaining questions</li><li>• Close meeting</li></ul>	Manager, Team	5 min.
			<b>60 min.</b>