**Tea Time Meeting Planning & Notes**

Instructions:

* Put most recent agenda at top and planning notes at the bottom
* Send out draft agenda so people can add to it
* Have one person take notes during meeting
* Send out link to this doc after meeting so people can correct if there are notes and/or the group decides it is valuable or the tea check-ins should be ongoing and documented

Tea Time #1

Topic: 'How to introduce Network Weaving + onboard new weavers' (4pm, Friday Feb. 5th) - Co-facilitators: Katja, Kristin

Zoom host and logistics/notes: Matthew

Link to [Follow up notes](https://docs.google.com/document/d/1IDtDMPpdLoS2H9_6CSaoM4_0XVfp_Bapo6fN9PopejE/edit) - curated by Kristin from Zoom chat

Purpose: Create relaxed opportunities for weavers to share what they have tried and get ideas on sharing a network approach or network weaving with others.

Outcomes:

* exchange promising practices on how to introduce your team/network to network weaving
* feel confident to introduce your team/network to network weaving
* have a cup of tea with colleagues

Process:

5’ Welcome, greet each person by name, invite them to get their beverage, and introduce Katja - Matthew

5’ Mindfulness moment and share AIMs for the session - Katja

10’ Quick poll on the topic and round of introductions - Kristin

10’ Story sharing and observations - Katja

15’ Group sharing and reflections - Kristin

10’ Closing - Kristin

* + Assess interest in another tea time check-in chat
  + Check- outs - WWW, EBI

**Collaborative Planning notes:**

Katja: Do we need to come up with some recommendations/notes for the bigger group?

KJ: See plan for speed networking in comments and use of chat to harvest insights for the group.

Katja: I'd keep it quite informal. Would be good to have you there as an expert so you could also share your experience – what's appropriate in different context etc.

KJ: let see how informal we can make the structure outlined above feel. Katja - you can decide if you want to be explicit about the process or just implicitly move the group.

Katja: Does that sound alright? I hope this is vaguely what you were expecting?

KJ: It sounds great and will be fun and radically useful.

KJ: Matthew are you will to capturing some notes – attendees and insights, actions tried and commitments and convert them into a blog post on “The art and joy of tea time sharing.” (and Katja – you would be welcome to contribute. Matthew - let’s be sure to get a screen shot to people will their favorite cup/or beverage.

Matthew – please send a reminder with the registration link, encouragement for people to bring their favorite cup of tea and the agenda if you think that would be helpful.

Meeting joining info: (Registration link) : <https://us02web.zoom.us/meeting/register/tZApf-GoqT8iEtJyl4UUZ_H72g5YdysS57q2>

Relevant resource in Groupspace: Network Weaver handbook, Chapter 3 – Introducing a Network Approach to Others; Video on Training and Supports and Workshop #2 slide deck.