Module 1 Team Meeting: Getting Organized for the LMRP

# Objectives

* State the team's expectations, concerns, and doubts regarding the LMRP.
* Develop a schedule for the team meetings for each of the modules.
* Select coordinators for each team meeting.

# Expected results

* Summary of the team's expectations and concerns.
* Schedule of team meetings.
* Coordinators for team meetings chosen.

# Time: 2 hours

# Instructions

1. Present the objectives, agenda, and expected results of the meeting. **5 minutes**
2. Ask the team members to state their expectations and concerns for the LMRP. Record the answers on the flip chart or blackboard. **15 minutes**
3. Ask the group members to talk about any doubts they might have about the way the LMRP works. As a group, try to respond to those doubts. **30 minutes**
4. Ask the group members if they have any concerns related to participate in LMRP, record them on the flip chart or blackboard. **30 minutes**
5. Set the dates for the team meetings at the end of each module. Use the schedule of module completion dates as a reference. **15 minutes**
6. Explain the role of the coordinator for each meeting and invite them to select coordinators for each module. **20 minutes**
* The role of the coordinator is the following:
* organize the group meeting to ensure that all team members have done their individual work and reading before attending the meeting.
* facilitate the meeting, following the meeting instructions, and trying to balance participation among all members.
* in modules 3 and 4, summarize and document the results of the team meeting and send them to the facilitators.
* communicate with the facilitators about any problems or absences of team members.
* encourage members of the team to participate in the conversation in the Forum.
1. Review your work and assign responsibilities to complete the calendar with coordinators for each team meeting and send the assignment to the facilitators. **5 minutes**