

## SAMPLE MEETING AGENDA

Catalyst meets on the fourth Tuesday of each month from 6:00 - 9:30pm. A typical agenda looks something like this:

### **6:00 - 6:30** Housekeeping & dinner

- Roles: Gestalt Ninja, Timekeeper, Parking Lot Keeper
- Confidentiality reminder. Breaches?
- Non-solicitation clause reminder
- Electronics away
- Ice-breaker
- Survey results

### **6:30 - 7:30** Forum updates

Each member takes up to five minutes to present on financials and their 5% moments (the highest highs, and the lowest lows) in regards to work, family and personal life. This is followed up by a summary of whether they achieved their goals for the preceding month and establishing goals for the coming month. The group briefly reflects on this before moving to the next person.

### **7:30 - 8:30** Open coached presentation

Topics of interest to the group are picked from the updates and one of them is selected to be a coached presentation. This is a structured presentation between the assigned coach and presenter. The rest of the group listens but does not speak. Once the coaching components comes to an end the group are allowed to ask clarifying question to help them better understand the situation. After clarifying questions are complete each member shares a story that they feel relates to the presentation. The idea is not to offer advice or solve the issue, but rather to present an experience that is relatable. In this way other members can pull what they want and relate to from the stories.

### **8:30 - 9:15** Presentation to reach 1 million

The goal of Catalyst members is to reach \$1M in revenue and graduate to EO. As such each member presents to the board (other Catalyst members) how they plan to get there.

### **9:15 - 9:30** Wrap-up / discussion