## ESY All Staff Meeting

**Scribe:** Hana  
**Facilitator:** Geoff  
**Timekeeper:** Nick  

**Date:** 05/24/17  
**Time:** 3:00 PM  
**Place:** Kitchen  

**Cultural Principle of the week:** We are committed to developing our cultural humility  
**Norm of the week:** Mission and strategy is the metric  
**Norm keeper:** Esther

### AGENDA ITEMS:

<table>
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<tr>
<th>Opening (13 Minutes)</th>
<th>NOTES:</th>
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<tbody>
<tr>
<td>- Mini Check-in (~15 sec per person)</td>
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<td>- Appreciations</td>
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<td>- Actions follow-up</td>
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<td>- What’s on your plate? (~30 sec per person)</td>
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<td>- Calendar Review (2 min)</td>
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<td>- Add items to Agenda</td>
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**Quick Check In (10 Minutes)**
- Quick Items, no discussion just updates

**Hot Take (25 minutes)**
- This agenda item is open for discussion and collaboration

**Closing (5 minutes)**
- **Norm** keeper report out (2 min)  
- Review of actions (1 min)  
- Next week’s **cultural principle** (1 min)  
  - Professionalism  
- Close Meeting

### ACTIONS Follow Up:

### ITEMS FOR NEXT MEETING:
Norm of the Week: Presuming Positive Intent
Assuming that others’ intentions are positive encourages honest conversations about important matters. Positive presuppositions reduce the possibility of the listener perceiving threats and challenges in a paraphrase or question. Group members can signal this by saying: “Presuming positive intent, I’m thinking that...” Our emotional processors are sensitive to signals for positive intentions, and can engage our higher-level thinking and openness to new ideas as a result.

Culture Principle of the week: MISSION AND STRATEGY IS THE METRIC: In every decision our mission and our specific objectives are our key consideration.