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**SOP- Team Meetings- Systems Vault**

**PREREQUISITES**

[Master: SOP- Operations Management -Systems Vault](https://docs.google.com/document/u/0/d/1gIeHLaKTWivg43RAx2fHPd14QktmUju8dcElYWywAXM/edit)

Sarah Noked Team Calendar

[Zoom.us](https://zoom.us/)

[SOP- EOD/BOD Reporting- Systems Vault](https://docs.google.com/document/u/0/d/1D1XVRY1S9TtENTw2pLSjdbHuQXptsuNsBkrhi_J_-Mw/edit)

[Teamwork PM](http://sarahnoked.com/teamwork)

**PURPOSE**

Team Meetings are held regularly (we call these Scrum Meetings) to ensure all team members are on the same page regarding business activities, metrics and overall biz strategy. Meetings are also held one off, or with select team members as an opportunity for team members to ask questions, get on the same page if there is an upcoming launch or project and engage with each other in a productive manner. Detailed notes are always taken and saved for reference in our Project Management Tool.

**POLICY**

Prior to Team Meetings, all team members must review their tasks for the day and complete their BOD. See [SOP- EOD/BOD Reporting- Systems Vault](https://docs.google.com/document/u/0/d/1D1XVRY1S9TtENTw2pLSjdbHuQXptsuNsBkrhi_J_-Mw/edit)

Scrum meetings are held for all admin team members in Sarah Noked OBM, along with the team member who is the ‘owner’ of admin tasks

Agendas are sent through the SN INTERNAL channel in [Teamwork PM](http://sarahnoked.com/teamwork)  Chat

Team Meetings are posted in the Sarah Noked Team Calendar.

The Online Business Manager leads the flow of Team Meetings.

Calls are held on [Zoom.us](https://zoom.us/) using Sarah’s Meeting Room Link

Team Meeting Notes are saved in [Teamwork PM](http://sarahnoked.com/teamwork)  in Notebooks and new Team Meeting Notebooks are Created Quarterly in SN Operations Project.  
  
For Team Meetings that are one-off, notes are taken in Notebooks under the specific project. This is so that team members can go back and reference and so that Sarah can check in and see what agendas and items were discussed.

**PARTY**

All Team Members

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Meeting Prep

Part 2: During Meeting

Part 3: Post Meeting

**PROCEDURE**

**Part 1: Meeting Prep**

1. Review any areas to be discussed with the whole team.
2. Set an Agenda and post in the SN INTERNAL channel in [Teamwork PM](http://sarahnoked.com/teamwork) Chat.

**Part 2: During Meeting**

1. Discuss any issues, upcoming dates/big pieces.
2. Answer any questions from the team.
3. Update tasks accordingly with the clarified topic.
4. Take detailed notes (including posting the agenda) in the quarterly notebook in [Teamwork PM](http://sarahnoked.com/teamwork) 
   1. If a new quarter has begun:
      1. Navigate to Notebooks in our SN Operations Project
      2. Click
      3. Rename using this naming convention “SN Meeting Notes Q? 20??”.

**Part 3: Post Meeting**

1. Follow up tasks go into Teamwork PM immediately.
2. Ensure Meeting Notes are saved

**Created by:**

**Department:** Operations & Support

**Date:**

**Revised:**

**Revised By:**