



# FIRST TWO MEETINGS "IN A BOX"

ERG meetings will be critical for maintaining the engagement of your membership. Use this tool to help you prepare for the first meeting of your ERG and set yourself for success.

The first meeting will be very important to set the tone for the cooperation for the ERG, e.g. open communication, authenticity, readiness to feedback sharing.

## BEFORE THE FIRST MEETING

Here is a sample agenda that you can tailor to meet your needs. Assuming the first meeting will take 60 minutes you may effectively include the below points:

1. Welcome: objective for the meeting and guidelines (e.g. safe space).
2. Getting to know each other (e.g. ice-breaker game: who are you, what motivates you to participate, what we have in common, your priorities).
3. Presenting the ERG: its mission, group roles, and future responsibilities to be assigned.

4. Framework: membership, frequency of meetings, ways of working, communication tools.

5. Q&A.

If you have more than 60 minutes (additional 45-60 minutes) to allocate for the first meeting you can also cover additional point:

6. Future activities planning.

### TIP:

We encourage you to use the ERG Center Tools:

*Tool "Communication tools available for ERGs"*

*Tool "ERGs Activity Tracker"*

### TIP:

Your first on-line meeting can be recorded (after participants' approvals) that can be in benefit for potential participants and future members of your ERG who couldn't join that session. That will allow them to get the required information and join the next session being prepared for further ERG discussions.

## AFTER THE MEETING

It is a great idea to keep all on the same page to send meeting minutes to all the participants. In case the meeting was recorded you can share the recording as well.

**The second meeting** can be a bit different: you can discuss priorities, roles and future projects of the ERG.

**Next meetings** will follow the standard agenda:

1. Current projects and initiatives – Projects owners' update and members' feedback.
2. Plans for future events and initiatives – discussion between ERG members.
3. Feedback – what can be done even better in our ERG activities.
4. Rewards and recognition.
5. Any other business (AOB).

