

Team Meeting Protocol

Logistics:

1. Frequency: Monthly
2. Length: 1hr 15mins
3. Scheduled: First Wednesday
4. Time held: 1:00pm - 2:15pm

Outline of Meeting:

1. 1:00 - 1:15pm: Business updates.
2. 1:15 - 1:45pm: Training or Birthwork Topic of Interest.
 - a. Educational Information. Rotate through doulas to pick the topic. Something they want to share or have questions/concerns about and want to discuss.
 - b. Engage them with what they can't get elsewhere, bring educators, show them experience.
 - c. Educational topic is surprise until meeting can be DLC topics or some piece from Doulas of the Roundtable
3. 1:45 - 2:15pm: Casual conversing, catching up.

Communication & Reminders:

1. One week before, done on the last Wednesday of every month:
 - a. Send calendar invitations and meeting highlights by email & text.
 - b. Post in FB Event in group with meeting highlights.
2. Day before, first Tuesday of the month:
 - a. Send Email with zoom link and meeting highlights.
 - b. Send group text reminders with date, time and to check email for link.
3. One hour before:
 - a. Send text in the group reminder.

Planning/ Backend Tasks:

Need to be completed for each meeting. Can be done monthly or planned months ahead.

1. Create individual documents in the 'Team Meetings' Folder in the drive.
2. Create Zoom Link.
3. Create Facebook Event.
4. Make notes of business updates to share.
5. Choose how to utilize the education or birth work discussion time.
 - a. Choose a topic and create a 20-25 minute presentation, leaving room for questions.

OR

- b. Ask a team member (doula) to share about a topic they are knowledgeable about.
6. Take attendance.

7. During meetings take simple notes to use later to create a document to share and keep on file.

Post Meeting:

1. Add attendance list to the meeting notes doc for that Months meeting in the Team Meetings Folder.
2. Add notes taken to this same document.

****If no meeting is held for the month there should still be a doc created stating there was no meeting for that date.****

Additional notes:

- Help them navigate boundaries
- Boundary setting and self care, some things that make being a doula a challenge
- Channel your wisdom, you know what you're doing!
- Praise and recognition - acknowledge them, tag on facebook etc