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## SBDC MasterMinds Meeting Format

SBDC MasterMinds is a small business and entrepreneurial training and business development group facilitated by the Small Business Development Center, Hosted by College of the Canyons. Members focus on supporting one another through open discussion and collaboration to increase chances of success and magnitude of success. All local business-minded individuals are invited to attend and join SBDC MasterMinds. The format of each meeting is as follows:

1. **DURATION:** 1 HOUR
2. **FREQUENCY:** WEEKLY
3. **CAPACITY:** 25 members per group. This will typically result in 10-20 members per meeting.
4. **WELCOME AND MEETING INTRODUCTION:** 5 MINUTES. Less time if no guests are in attendance.

Welcome to SBDC Masterminds. We have a brisk 1-hour meeting as usual. Our topic for today is \_\_\_\_\_. When you raise your hand to offer a comment, please tell us your name and company in 30 seconds or less. A special welcome to our guests in the room. You are welcomed to this complimentary session to decide if you would like to join our group. If so, the yearly membership is just \$100 and I can collect that at the end of today's meeting or at the next meeting. We have only one requirement of our guests before we get started, and that is to fill out our confidentiality agreement so that we can all speak freely. And we ask that all attendees fill in the feedback form before you leave. At the end of today's meeting, feel free to ask me or any other members any questions you may have. Please sign in on the sign-in sheet and take 2 minutes at the end of the meeting to provide feedback on the forms provided. Before we start, can I collect the Confidentiality Agreements?

5. **MILESTONES:** 15 MINUTES. Members are encouraged to share positive occurrences over the past few weeks as well as how they made and applied a goal from last week's topic. Milestone sheets are passed out to anyone who shares a milestone.

Let's start the meeting with milestones. Please take 2-3 minutes to describe to the group a success you've had over the past few weeks. Who wants to start? Who wants to tell us about a goal relating to last week's topic?

6. **TOPIC INTRODUCTION:** 5 MINUTES. State the topic. Provide examples, quotes, etc to encourage thinking and creativity.
7. **EXERCISE:** 10 MINUTES. We're going to make \_\_\_ groups of \_\_\_ and your task for today's exercise is \_\_\_\_\_. Let's convene in 5-10 minutes..
8. **DISCUSSION:** 10 MINUTES. Review the results from each team and open the floor for discussion. Moderate to keep the discussion on track, maximize member participation, and drill into issues such that the group will have key take-away points. Volunteer member businesses as case studies and provide group assistance.
9. **CLOSING:** Thank you all for a wonderful meeting and for your excellent input. As you can see when we start discussing these topics, there are sometimes black and white answers in business, and some times shades of gray. Some of the key take-away points I wrote down are \_\_\_\_\_. I'd like each of you to make a goal surrounding today's topic, and we'll discuss it at the beginning of the next meeting. Please turn in your forms. See you next week and please bring a friend!

Checklist: 1) All membership forms are signed and dates and filled out by facilitator. 2) All milestone forms are complete and signed. 3) All Confidentiality Forms from guests are in order. 4) All of these forms plus presentation materials and handouts are submitted for the file.