**Sample Agenda:   
Create Team Camera-Use Norms**

*Designed by Betty Johnson, PhD. Edit this draft agenda to fit your team.Details: https://www.lucidmeetings.com/templates/how-decide-your-camera-use-norms*

* **Purpose:** Create team camera-use norms
* **Desired Outcome:** Team consensus about camera use in our remote meetings (to be piloted over the next four weeks)
* **Estimated Duration:** 60 minutes (assuming a team of 10)
* **Who to Invite:** Everyone on the team

**Agenda example:**

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| **Topic** | **Est. Time** | **Discussion Question** | **Who** |
| 1. **Small talk** | 10 minutes | Let’s catch up! | Anyone­—free form |
| 1. **Interests** | 10 minutes | What do you hope to gain when we establish camera use norms? | Everyone—turn-taking (1-min. each max) |
| 1. **Data** | 10 minutes | Which of the survey results do you think best point us toward a norm that would be good for the team? | Everyone —turn-taking (1-min. each max) |
| 1. **Options** | 10 minutes | Brainstorm: what camera use norms might best meet the needs of most of our team members most of the time? | Anyone |
| 1. **Poll** | 5 minutes | Which recommendation do you feel has the most merit for a four-week pilot? | Everyone |
| 1. **Consensus** | 5 minutes | Can you support this decision in all our team meetings for the next four weeks? | Everyone |
| 1. **Closing** | 5 minutes | Are there other remote-work issues you’d like to discuss at a future meeting? | Anyone |