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Meeting Enhancers

Meeting Openers:

- What are a couple of the strengths that you feel enhance our team?
- What are a couple of the strengths that you especially appreciate about our team?
- What do you want us to accomplish during this meeting so we can be as productive as possible?
- What are some strengths that you especially appreciate about our company?
- What values do you feel our team demonstrates that are most important to you?
- What is the image you want our clients to have of us?
- What are you looking forward to accomplishing this week...in this meeting?
- What has been the highlight of your week so far?
- Regarding this project/process, what are some recent successes?

Meetings In-Progress:

- What have been your key insights from this discussion so far?
- What else do we want to accomplish in this meeting?
- What are the key ideas and lessons we can get from this?
- Given that issue, what do we need to do to move forward?
- What are two possible solutions to that issue that we can enact?
- We have ___ minutes left for this meeting. What are the most important items for us to focus on in the remaining time?

Meeting Closers:

- What has been the most valuable part of this meeting for you?
- What do you most appreciate about the way our team works together?
- What do you most appreciate about the way we operated this meeting?
- What are you looking forward to doing in the next few days?
- What are the three most important ideas you got from the meeting?
- Where will you apply these ideas first?

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