Team Meetings/Huddles

Consistent communication is the foundation of a high-performing real estate team. This section outlines the structure, timing, and purpose of our weekly team meetings and daily huddles. These touchpoints are designed to align goals, share insights, troubleshoot challenges, and maintain a strong team rhythm. By showing up prepared and participating fully, we ensure our team stays focused, collaborative, and client-centric—day after day, week after week.

- Team Meetings/Huddles

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Weekly Meetings

Meeting Objective:

Start the week aligned, motivated, and focused. Review listings, clients, deals, and obstacles. Share wins and opportunities, foster team unity, and highlight broker updates or business initiatives.

Weekly Meeting Agenda:

Time	Section	Description
9:30	**Welcome & Inspiration**	Kick off with a quote or short motivational video.
9:35	**Obstacles & Objections**	Share recent roadblocks or objections from the field. Collaboratively brainstorm solutions.
9:45	**Week in Review**	Icebreaker or personal share (e.g., "What was your favourite book as a child?").
9:50	**Listing Review**	Review relisted properties. What changed? Showcase updates and insights.
10:00	**Showcase of Homes**	Highlight new listings. Treat this like a mini-tour.
10:10	**Buyer Review**	Go through all new buyers. Agents should be prepared with: Area, Price Range, Style, Bedrooms.
10:20	**Best Buys & Lost Leaders**	Share standout deals or listings to drive traffic.
10:25	**Deals That Fell Through**	Review lessons and regroup strategies.
10:30	**Other Business**	Team initiatives, events, or cultural items (e.g., charity drives, team challenges). Include 3–5 minute video/ discussion topics if helpful.
10:40	**Broker Updates**	Any updates from Eryn, compliance, or corporate.
10:50	**Wrap-Up**	Confirm priorities, assignments, and end 5 minutes early to respect time.

Meeting Norms:

- No agenda = no attendance
- Be on time (starts at 9:30 sharp)
- End 5 minutes early

- Come prepared with your listing/buyer sheets and updates

Daily Huddle (10 minutes, Every Morning)

Purpose:

Align the team daily around key goals, celebrate small wins, and ensure quick communication before the day begins.

Format:

- **Start Time:** 9:00 AM (or 15 min before start of prospecting block)
- **Location:** Zoom or in-office common space

Structure:

1. **Wins from Yesterday** – Quick recognition and good news
2. **Top Priority Today** – What's one key task or result you're focused on?
3. **Need Support?** – Identify anything blocking progress
4. **Hot Listings or Buyers** – Brief mentions to stay top of mind
5. **Micro-Motivation** – Quick quote or one-line encouragement (optional)

Norms:

- Keep it tight (10 minutes or less)

- Cameras on (for remote huddles)
- Pass the mic: everyone participates
- Consistency builds habit—show up daily