## SIGNALS Job Aid

* Salutation is where you open the meeting by welcoming and greeting your participants

![j0389176[1]]()

* Introduction is where introduce who you are
* Guest mentioned is where you introduce those attendees that are special guests
* Need-to-know is a list of things like logistics, bathroom location, fire exits, general meeting format that is shared with the attendees
* Agenda is where you discuss the purpose of the meeting and give a brief overview of the agenda
* “Laws of the meeting” is where you discuss how the meeting is going to run. This includes policies on electronic devices, participation, and handling conflict.
* Segue is the part of your introduction that links this part to the next topic, which in this case will be the role of the agenda.

Notes: