

# Team Building Activity

## Active Meeting

**Focus Area:** Physical Activity

**Description:** An active meeting allows attendees to gain more movement in their day while also being productive! Active meetings also spark creativity and help employees stay alert. Whether you work in the office or virtually, active meetings are a great option for everyone. You could include a mid-meeting stretch break, stream a YouTube workout video or take a walk.

**Category:** Size of group depends on type of activity chosen

**Length of Activity:** Depends on the length of meeting

**In-person or Virtual:** This activity can be conducted in-person or virtually using a meeting platform (Microsoft Teams, Webex, etc.).

### Materials Needed:

- Meeting login information (if meeting virtually)
- Meeting agenda

### Guidelines:

1. Ask for permission to hold an active meeting prior to gathering with your colleagues to be mindful of others' comfort level, physical activity level and health conditions or disabilities.
2. Encourage colleagues to wear proper [footwear](#), if appropriate.
3. If walking, have a destination or route in mind, being mindful of the need of curb ramps for anyone using a wheelchair or walker.
4. If you plan to be active outdoors, check the weather and decide what you'll do in case of inclement weather.
5. Share the agenda and any other relevant information with attendees prior to meeting.
6. Consider making active meetings a regular part of your work environment.

**Notes:** These are great days/months to plan an active meeting:

- National Walking Day (first Wednesday in April)
- National Move More Month (April)
- Global Employee Health and Fitness Month (May)
- National Physical Fitness and Sports Month (May)
- National Get Outdoors Day (second Saturday in June)
- World Heart Day (Sept. 29)
- International Day of Persons with Disabilities (Dec. 3)

