

# CONNECTION GROUP TRAINING CAMP

Changing Lives  
through  
Authentic,  
Biblical  
Relationships!



# CONNECTION GROUP LEADERS FALL TRAINING CAMP

## *We're glad you joined us today!*

We want to give you valuable insights and practical ideas that will help you lead more effectively, have fun with your Connection Group and equip others to do the same.

We want you to clearly know what it takes to have a healthy Connection Group. By the end of our time together, you'll see how to cultivate healthy and balanced disciples through your Connection Group.

## *How To Get The Most From This Training*

- **Think transferable principles**, not specific idea. Ask yourself how you can apply these ideas to your particular group. You can probably transfer the general principle into your Connection Group easier than the specific idea we've talked about.
- **Don't compare.** Comparing isn't productive. You'll either feel bad (we're worse) or arrogant (we're better). Both are negative responses. You can't see all the mistakes and failures others have made in order to learn. Remember: other groups always look better from a distance and **every Connection Group is unique.** Like people, Groups have strengths and weaknesses.
- **A healthy group takes time.** After the training camp is over, take a deep breath. It may take time to begin seeing the health you want. Take your time, build wisely, rely on God's wisdom and don't be afraid to get help.
- **Keep processing.** Developing a healthy Connection Group will challenge you. Mark up this notebook and discuss it with other leaders. The more you revisit the material and think through the principles, the easier it will be.

## *What is a Connection Group?*

A Connection Group is a community where life change occurs through building authentic relationships.

God created us for relationships. He said, "It's not good for man to be alone." That's why we're better together.

Every Connection Group is made up of people from different backgrounds, incomes, and views about life and God. That's why a Connection Group must be a safe place where people feel welcomed and accepted right where they are in their life journey. It must also be a place where people can know that the things they say will not become public knowledge. So our mantra is, "What's said in group, stays in group!"

## ***The ABC's of Connection Group***

Every Connector (Connection Church attender) needs to be in a Connection Group to receive:

<b>A</b> ccountability	(1 John 1:7; Proverbs 27:17)
<b>B</b> elonging	(John 15:12-13)
<b>C</b> are	(Ecclesiastes 4:9-10)

## ***PURPOSE, VISION & MISSION***

It's vital that Leader's know our PURPOSE, VISION & MISSION.

### **PURPOSE**

The major, all-encompassing purpose of The Connection Church is:

**“Connecting with God, Connecting with Others, Connecting Others with God”**

The purpose of a Connection Group is:

**“Changing Lives through Authentic, Biblical Relationships”**

**People are more open to change after they have built relationships.**

A Connection Group is a place where friendship and life-change collide, bringing us closer to Jesus Christ.

### **VISION**

Our Vision answers the question, **“WHY WE ARE HERE?”**

We see every person, from the core of our church to the constantly growing community, connected in a healthy Connection Group.

*“You can develop a healthy, robust community that lives right with God and enjoy its results only if you do the hard work of getting along with each other, treating each other with dignity and honor.”*

James 3:18 (MSG)

### **MISSION**

Our Mission answers the question, **“WHAT DO WE DO?”**

Our mission is to help lost people become transformed believers who are becoming fully devoted followers of Christ.

## ***Philosophy***

- We will grow **LARGER** and **SMALLER** at the same time.
- There are **no closed groups**. New people are ALWAYS welcome in your group.

## ***Strategy***

We will have Connection Group emphasis and a *Connection Group Expo* 3 times per year, the beginning of September, the beginning of January, and right after Easter.

Our groups meet for 10 weeks during 3 quarters: Fall (September), Winter (January), Spring (Easter). We encourage groups to take intentional breaks between quarters and during the Summer quarter. Since every group is not a fit for every person, this makes for a good on/off-ramp to try out a new group.

We encourage our groups to use the sermon-based questions to reinforce the message of the church and to assist with specific life-application. For example, every group can apply a message on “Life at Work” to the specific needs and life-stage within their group. The emphasis is not so much on the curriculum itself as the process.

We print the **Connection Point** questions in the Worship Guide each week. These contain questions with additional scriptures to look up and study on your own.

### **During each 10 week quarter:**

- The first night is **Covenant Night** (on p. 13) to go over the group expectations
- Each group should to participate in a **Service Project** (on p. 9) once a quarter
- Each group should have one **Party Night** during the quarter
- Each group is encouraged to **Celebrate Communion** (on p. 10) together once during the quarter
- Each group should to distribute and complete an **Evaluation** (on p. 15) at end of the quarter

## ***Structure***

Each group should have a **Leader(s)** and a **Co-Leader(s)** who is being coached to eventually lead a new group. These could be a single person or a married couple.

## ***Starting New Groups***

Our Leaders should be intentional about identifying and raising up new Leaders to start new groups for new people, and sending out Leaders rather than thinking in terms of dividing entire groups. Since we want to develop strong relationships, groups are free to stay together across multiple quarters. You should have a goal of sending out a new Leader at least once a year.

## ***Group Expo Day***

We will have a *Connection Group Expo* following our Celebration Services three times a year, before each active quarter. On those days, you need to have a map to your first meeting location, best contact phone number, best e-mail, and collect prospect's contact information. Follow up with a phone call as soon as possible (THAT DAY!). The group fair is NOT a competition. It is a time to let others know about your group, meet people and start to develop relationships.

## ***The 5 W's: What Do We Do During Connection Group?***

### **1. Welcome (from the time the first person arrives until 15 minutes after start time)**

Start your Connection Group with a time of fellowship. Have some food available. Most groups assign someone to handle the food and they set up a schedule for people to bring food at different times. This fellowship time is for people to connect and talk about what is going on their lives. This is one of the most important parts of the group because it builds relationships. If you skip this part of the group you won't have a group for long.

### **2. Worship (10 minutes)**

At this point, have everyone come into the area of the home where the meeting will take place. Share prayer requests and testimonies about what has been going on in your lives. Share praises of how God has answered past prayer requests. You may even want to sing along with a worship cd if someone is able to lead a song. Begin with a prayer offering up this time to God.

### **3. Word (30 minutes)**

The next part of the meeting is dedicated to the study and discussion of the previous weekend's sermon. To improve the quality of the discussion, we recommend that everyone comes with their answers to the study questions already filled out. This time is **not just about information, but transformation**. All the questions are provided in the worship guide beforehand (and posted on our website for those who miss the service or listen online).

We'll intentionally give you more questions than most groups can get through in the allotted time. And we strongly encourage leaders not to go through every question — especially in order.

### **4. Witness (5 minutes)**

Strategize about sharing the good news with others. This is time to talk about and pray for those your group is reaching out to. It's also the time to plan your service project and well as prepare for your group's involvement in church-wide outreach projects.

### **5. Wrap-Up (15 minutes)**

Care for each other by having a closing time of prayer. You could even break into smaller groups. If you ask everyone to use sentence prayers (one person praying for just one item at a time) this limits the long-winded dominator and helps those who are new or more introverted to pray out loud much more easily. Of course, if someone doesn't want to pray, they don't have to. Keep track of these and be sure to celebrate all that God does!

After prayer, most groups have some dessert and socialize before everyone heads home.

# **LEADER EXPECTATIONS**

## **PRAY**

- Pray daily for everyone in your Connection Group and for your Group meeting
- Pray for your Connection Group's leadership regularly

## **INVITE**

- Encourage your C-Group to invite family, friends, co-workers, and neighbors (lead by example)
- Follow up with guests as reported to you and invite them to your Connection Group

## **PREPARE**

- Spend daily time in the Bible
- Prepare for C-Group each week by completing the Prepwork for the week and adapting the questions to meet your Group's needs

## **MENTOR**

- Identify potential leaders from within your Group
- Give potential leaders opportunities for on-the-job training
- Send trained leaders out to start a new group when they are equipped

## **CONNECT**

- Plan a Party Night (at a time other than group night) 1 week during each quarter
- Have fun with your Connection Group as often as possible outside of the meeting

## **MINISTER**

- Mobilize your C-Group to provide pastoral care for group members when in crisis or need
- Lead your C-Group to celebrate communion (see p. 10) together once each quarter
- Plan 1 Service Project per quarter for your C-Group (see *Service Project Opportunities*, p. 9)

## **GROW**

- Make Celebration Service attendance a priority
- Attend the next Connection 201 and 301
- Attend Leader Training events in the Fall and the New Year
- Listen to audio training through cd's and podcasts to gain insider information on our strategy

## **MANAGE**

- Go to <http://theconnectionchurch.org/connection-groups>
- Click on "Connection Group Login" and enter this password: [bettertogether](#)
- Fill out the *Group Report Form* on the night your group meets.

## **COMMUNICATE**

- Call/E-mail people each week to encourage them and remind them about Group
- Read regular Connection Group E-mails and respond when necessary
- Utilize ongoing support and accountability through Nic Burlison, 512-749-6134  
e-mail: [nic@theconnectionchurch.org](mailto:nic@theconnectionchurch.org)

## **WHERE DO WE MEET?**

Your Group can meet in any home. This first option is to meet in **the Leader's home**. As a Leader, you might find it helpful to encourage **someone else** in your group to open their home so you can focus on other responsibilities. Another option is to **rotate homes** among your group members who are willing to open their homes. Questions to consider when opening your home are: *Is my house reasonably cleaned? Do I have enough places for people to sit?* If so, you've got the right place for a great group experience!

## **CHILDCARE: What about the Kids?**

Childcare is a BIG challenge for groups. As a staff, we will keep you resourced with a childcare provider list via e-mail. All of our recommended childcare workers submit themselves to a background check before they are placed on the list. Here are some ideas & options that our groups have used:

- Hire a babysitter and split the cost among the group.
- Rotate the childcare among the group members.

*Some groups prefer to simply take turns watching the kids. This can be done at a separate house each week, or in a different room at the same home that group is being held in.*

*One problem to be prepared for with this method is when people skip their turn. If the groups system for childcare is to take turns, everyone has to participate FULLY. If full participation is not required, the childcare responsibilities inevitably fall on the shoulders of one or two people.*

- Trade childcare with another Connection Group meeting on a different night.

*Find another group and watch their kids in exchange for the same service. You can even pair up family to family which works out so that no one family from the other group has to watch 28 kids once a week.*

- Grandparents!
- Everyone takes care of their own childcare needs.
- Lock them in the basement. *(TCC does not officially endorse this option. This is only for comic relief. If this option is the most appealing to you, we recommend a special group for you).*

## **CHALLENGES**

Anytime you bring together a group of people from different backgrounds and experiences, you will have conflict. Life is full of problems. As you "do life together," you will have issues to deal with. In fact, if you are never dealing with any problems then you probably have not created a safe place for people to talk about their problems. Different personalities will clash at some point. Anticipating these issues will help to prepare you for how to handle these in a positive manner. Be sure to listen to the *QuickShots Leadership* cds for additional help and growth. Remember, you do have backup from the church staff.

# **THE ESSENTIALS**

Our Connection Groups encourage free discussion of beliefs & ideas regarding the Bible and its teachings. While it is understandable that not everyone is at the same place in the development of their beliefs, these Essentials represent the non-negotiable doctrines of The Connection Church. We want our leaders to have a good understanding of these Essentials to help guide the discussions to the truth of these Biblical statements. And remember: if you don't know the answer to a question, it's always best to respond, "I don't know, but we'll find out together." NEVER fake it till you make it.

## **God**

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

*Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14*

## **Man**

Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called sin. Sin separates man from God.

*Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2*

## **Eternity**

Man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God, through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence.

*John 3:16; I John 2:25 & 5:11-13; Romans 6:23; Revelation 20:15*

## **Jesus Christ**

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords.

*Matthew 1:22-23; Isaiah 9:6; John 1:1-5 & 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15; Titus 2:13*

## **Salvation**

Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith.

*Romans 6:23; Ephesians 2:8-9; John 14:6 & 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

## **Eternal Security**

Because God gives man eternal life through Jesus Christ, the believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives this security.

*John 10:29; II Timothy 1:12; Hebrews 7:25 & 10:10-14; I Peter 1:3-5*

## The Holy Spirit

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily.

*II Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; I Corinthians 2:12 & 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18*

## The Bible

The Bible is God's Word to all men. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

*II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 119:105,160 & 12:6; Proverbs 30:5*

## Service Project Opportunities

Each Connection Group has a goal of 100% participation in a church ministry by its members. Servanthood changes lives and nothing helps that process more than selflessly serving God. One of the fastest ways to connect as a group and grow together is to serve together in the trenches. That's where your real self comes out most clearly. As a leader, you are called to get every person in your group serving in a ministry at TCC. Some groups join a ministry team together.

Your Group is encouraged to serve through our Church-Wide Outreach Events such as *The Big Hunt*, *Mega-Sports Camp*, and *Trunk or Treat*.

Every quarter, your group will take on a service project. This could go on throughout the quarter or be a one-time project. It may even be a long-term project that you adopt as a group that carries over many quarters.

	<b>Ministry</b>	<b>Need</b>	<b>Contact</b>
●	<b>ANGEL FOOD</b>	(providing low-cost food)	(512) 268-1740
●	<b>CENTRAL TEXAS LIFECARE</b>	(Crisis Pregnancy Center)	(512) 396-3020
●	<b>CHURCH UNDER THE BRIDGE</b>	(homeless ministry)	(512) 494-0953
●	<b>HAYS-CALDWELL WOMEN'S CENTER</b>	(victims of abuse)	(512) 396-3404
●	<b>MISSION: POSSIBLE</b>	(home repair)	(512) 773-3240
●	<b>PRESBYTERIAN CHILDREN'S HOME</b>	(orphans)	(512) 476-1234

# Celebrating the Lord's Supper with Your Connection Group

## **Biblical References:**

*Matthew 26:26–30, Mark 14:22–26, Luke 22:14–20, Acts 2:42–46, 1 Corinthians 11:23–30*

## **Setup and Timing:**

Materials you need: grape juice; matzo, crackers, or tortillas; small cups (paper, plastic); possibly a tray.

If your Connection Group includes a meal, the Lord's Supper can be served after or before your meal.

## **Purpose:**

Celebrating the Lord's Supper: enhances your love relationship with God; shows your obedience to His command to remember Him; and helps you grasp over and over what Christ has done for you.

## **Introductory Comments:**

"We are going to serve the Lord's Supper in our group tonight. We'll take the bread separately from the cup. After everyone takes both elements, I'll close in prayer.

Spend time before you take each element remembering what the Lord has done for you and talk with Him about it in silent prayer.

You'll take each of the elements when you are ready for each. We won't necessarily take them together."

**Step 1:** Pass the bread around.

**Read:** *"For I received from the Lord what I also passed on to you: The Lord Jesus, on the night he was betrayed, took bread, and when he had given thanks, he broke it and said, 'This is my body, which is for you; do this in remembrance of me.' (1 Corinthians 11:23–24).*

When you feel ready, eat the bread."

**Pause:** Wait until all have taken and eaten.

**Step 2:** Pass out the cups.

**Read:** *"In the same way, after supper He took the cup, saying, 'This cup is the new covenant in My blood; do this whenever you drink it, in remembrance of Me.' For whenever you eat this bread and drink this cup, you proclaim the Lord's death until He comes." (1 Corinthians 11:25–26)*

**Pause:** Wait until all have taken and drank the juice.

**Step 3:** Close with a prayer of thankfulness. (Optionally sing a song together.)

## LEADER INFORMATION/APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Area: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**1. How and when did you commit your life to Jesus Christ?**

**2. How long have you attended TCC? Where did you attend church before? How long?**

**3. Why do you want to lead a Connection Group?**

**4. Are there areas of struggle that you need to deal with before stepping into this leadership role?**

- Current habitual struggles or moral issues (an addiction, cohabitation, a sexual relationship outside of marriage, etc.)
- Current marital struggles (infidelity, separation, divorce in process, etc.)

If any of these are going on in your life, we would like to know so that we can help you. It might be spiritually dangerous for you and others for you to lead a group before you deal with this issue.

**5. Group Meeting Specifics:**

Day of the Week: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Type of Group: Anybody Couples Singles Women only Men only Other \_\_\_\_\_

# Connection Group Leader Covenant

## QUALIFICATIONS

- Has completed Connection 101 and is a member of The Connection Church.
- Has committed to completing all remaining CLASSES 201-401 as they become available.
- Has completed Leader Training and agrees to the Leader Covenant.
- Supports The Connection Church's Statement of Faith (The Essentials) without any reservation or addition.

## COVENANT

- I will commit, to my best effort, in living an excellent Christian lifestyle while fully supporting the Church's leadership and Essential doctrinal statements.
- I will commit to learning and growing through my daily time with the Lord and other coaching/training opportunities provided by The Connection Church.
- I will commit to the Group Leader Expectations and Requirements.
- I will commit to reading and participating in all Group Leader communications (e-mails) and trainings.

**GROUP LEADER: *"I agree with the Leader Guidelines and commit to the LEADER COVENANT"***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Initial: \_\_\_\_\_

*My initials give my permission to have my personal phone number and e-mail published in the Church worship guide, inserts, website or any other publication.*

# Connection Group Covenant

This covenant is reviewed and signed at the beginning of each quarter by all groups.

Session Dates \_\_\_\_\_ to \_\_\_\_\_

Leader(s) \_\_\_\_\_ Phone # \_\_\_\_\_

Co-Leader(s) \_\_\_\_\_ Phone # \_\_\_\_\_

This covenant will help us discuss and clarify our goals, expectations, and commitments as a group. Since healthy groups thrive on trust and participation, a clear covenant is an important starting point toward a successful group experience.

## Our Purpose

Connection Groups exist to facilitate changing lives through authentic, Biblical relationships.  
(see Hebrews 10:24 – 25; Romans 8:29).

## Sharing

Each week, we will take time to share what is happening in our lives. At first this sharing will include some planned “sharing questions.” After the first few weeks, it will become more informal and personal as our group feels safer and more comfortable.

## Study

Each week we’ll study a portion of God’s Word that relates to the previous weekend’s sermon. Our goal is to learn how to apply and live out our Christianity in our day-to-day experiences and relationships.

## Support

Each week, we’ll learn how to take care of one another as Christ commanded (see John 15:9 – 13). This care will take many forms, such as praying, listening, meeting needs, and encouraging and even challenging one another as needed.

## Five Marks of a Healthy Group

For our Connection Group to be healthy, we need to:

1. Focus on spiritual growth as a top priority (Romans 8:29);
2. Accept one another in love just as Christ has accepted us (Romans 15:7);
3. Take care of one another in love without crossing over the line into parenting or taking inappropriate responsibility for solving the problems of others (John 13:34);
4. Treat one another with respect in both speech and action (Ephesians 4:25 – 5:2);
5. Keep our commitments to the group — including attending regularly, doing the prepwork, and keeping confidences whenever requested (Psalm 15:1 – 2, 4b).

## Guidelines and Covenant

1. Dates	We'll meet on _____ nights for 10 weeks. Our final meeting of the quarter will be on _____.
2. Time	We'll arrive between _____ and _____ and begin the meeting at _____. We'll spend approximately _____ minutes in Worship (optional), _____ minutes in the Word (discussion), and _____ minutes in Wrap-Up (prayer).
3. Attendance	Joining a Connection group requires a commitment to make group attendance a priority in your schedule. If I am sick, am on vacation, have a work conflict or another special event, I will contact _____ to let them know I won't be able to make it. This commitment is the key to a healthy group.
4. Topic	Each week, we'll study the same topic(s) covered in the previous weekend's sermon.
5. Prepwork	I will prepare for group by listening to the sermon either at the Celebration service or on the online podcast and complete the prepwork ahead of time for group. Most weeks, the prepwork will require fifteen to twenty minutes to adequately prepare for the group study and discussion.
6. Childcare	Our childcare plan is: _____ Nursing newborns are welcome, provided they are not a distraction to the group.
7. Prayer	Our group will be praying each week for one another and specific missions requests.
8. Refreshments	
9. Fellowship	We will have fun together this quarter on a fellowship night by: _____
10. Service Project	We will serve together this quarter by: _____

We agree together in Christ to honor this covenant.

(To be decided on and signed by each group member on or before the third week.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

## End-of-the-Quarter Evaluation Form

This form is filled out by all group members at the end of each ten week Connection Group session.

Group Name: \_\_\_\_\_

My Name: \_\_\_\_\_

One of the best ways to improve any group is to evaluate it! Tonight you have the opportunity to assess both the strengths and the weaknesses of your group. The questions below will help you think through different parts of your group life. Please answer them thoroughly and honestly.

### The Group

One of the things I've enjoyed most about being in the group this quarter is:

Are you happy with the amount of time we spend each week in:	Yes	No	Comments
Discussion			
Study			
Prayer			
Worship (if applicable)			

Is the length of the meeting appropriate?    Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain.

How have the group discussions gone? Is everyone who wants to able to share? Are there any people or issues that suppress the discussion?

Explain:

Do you have any suggestions for improving the meetings?

### My Plans

For the next growth group session, I'm planning to:

1. Stay in the same Connection Group.
2. Try a new Connection Group.
3. I'm interested in starting a new Connection Group.

## **Prepwork**

What do you like most about the prepwork?

What do you like least about the prepwork?

If you could change just one thing about the prepwork, what would it be and why?

The amount of prepwork is:

1. Just about right.
2. A little too much.
3. Not quite enough.

Please explain.

## **My Leader**

One of the things I appreciate most about my Connection Group Leader is:

If your Leader asked for advice on whether he or she should talk more, less, or exactly the same during your meetings, what would you say?

Is there anything your Leader could do to make your meetings even better?

## **My Co-Leader**

One of the things I appreciate most about our Co-Leader is:

Is there anything your Co-Leader could do to make your meetings better?