

# Partnership Analysis Facilitator Manual

## Introduction

The Venture Mentoring Team (VMT) is committed to fostering strong, sustainable partnerships among startup founders. One of the most critical challenges in early-stage companies is ensuring alignment among founding partners in areas such as roles, equity distribution, strategic vision, and long-term goals.

The Founding Partner Analysis is a structured exercise designed to uncover potential misalignments, clarify individual contributions, and strengthen the management team. By facilitating this discussion, VMT helps founders proactively address potential conflicts, optimize leadership roles, and create a solid foundation for long-term success. Founders should go through the Founding Partner Analysis before engaging legal assistance to draft their formal operating and partnership agreements.

As a facilitator, your role is to guide the discussion, ensure fairness, and maintain a productive environment that leads to an enlightened and strategically aligned founding team. This manual provides detailed instructions on conducting the analysis effectively.

## Rationale Behind the Partnership Analysis

### Why This Exercise is Essential

Many startups fail not because of market conditions or competition, but due to internal disputes among founders. Common challenges include:

- Unclear roles and responsibilities leading to inefficiencies.
- Misaligned expectations about the company's future.
- Disputes over equity and contributions creating resentment.
- Personality clashes affecting collaboration and decision-making.

Blind spots are issues and topics that have some level of misalignment, but are not recognized or directly resolved by the founders. By conducting this analysis, the VMT helps founders surface and address these challenges before they become insurmountable obstacles.

## Pre-Meeting Preparation

### Nomination of Startup Teams

Teams are nominated by their Lead Mentor or another member of their mentoring team. At least one mentor from the mentoring team (preferably the lead mentor) should attend the facilitation session. All founders must agree to complete the email questionnaire (attachment 1) and attend the Partner Facilitation Meeting. It is the lead mentor's responsibility to track when all founders have made their submission.

Upon receipt of founder submissions, the Partner Analysis Planning team will assign two trained mentors to assist in leading the debrief meeting. These two mentors will identify one of them to be the facilitator for the debrief meeting.

### Verify Attendance and Data Collection

1. The Facilitator will confirm availability and intention to attend the debrief meeting with all founding partners and key stakeholders. Reinforce that this exercise requires each founder to prepare independently and not share their responses beforehand.
2. Collect Pre-Meeting Materials and review the company's shareholder/partnership/stakeholder agreements in advance. Ensure that each participant has prepared answers to the discussion questions. Founders will often not have the aforementioned documents essential for any company's governance. This process is meant to highlight the need for these documents.
3. VMT Admin Support will upload the founder submittals into Chatgpt and distribute the report to the debrief mentor team.
4. The mentor team have a 15 to 20 minute call to review the report and develop a strategy for facilitating discussion

### *Preparation Checklist*

- ☐ Send founders the "Invitation to Participate" email
- ☐ Upon agreement to participate, send Survey email
- ☐ Share individual responses and the VMT Admin Support Response Summary with the mentors
- ☐ Send Process Briefing invitation to the founders and get commitment to attend
- ☐ Company's existing legal agreements (if any) reviewed.
- ☐ Pre-facilitation call with co-mentor completed and agenda and meeting time set.

## Conducting the Meeting

At the start of the meeting, the Facilitator will impress on the founders that the purpose of the meeting is to focus the direction and strength of the leadership team. Clear direction leads to company success. The meeting may identify areas that need attention and clarification. It is the founders' responsibility to decide what actions will be taken, when, and how.

## Ground Rules

It is the mentors' responsibility to keep discussions constructive and emotions in check. The mentors will share the following ground rules with the mentees to assure a successful meeting:

- This is an honest and constructive discussion, not an argument.
  - No talking over each other
  - No rebuttal, ask for clarification and examples
- The goal is alignment, not competition—everyone should be working toward the same ultimate objective: the success of the company. Albeit, alignment may not be attainable during our time today. For those items, we will leave with a plan.
- Create a safe, non-judgemental environment where partners and facilitators can speak frankly.
  - Ask for resolution, do not give it.
- Decorum must be respected—founders should feel safe sharing insights without fear of negative consequences.

Note: Mentors should intervene and deescalate tensions when these rules are being infringed upon.

## Handling Conflict & Negative Discourse

It is natural for tension to escalate when blind spots are uncovered. Your role as a facilitator is to keep discussions productive. Here's how to manage conflict effectively:

1. Acknowledge, Don't Dismiss If tensions rise, acknowledge the disagreement without taking sides. Example: "It sounds like there's a difference in perspective here. Let's clarify what each person is expressing and find common ground."

2. Redirect to Solutions Shift the focus from problems to potential resolutions. Example: "Instead of debating what happened in the past, let's discuss how we can structure responsibilities moving forward."
3. Encourage Active Listening Require each founder to repeat back what they heard before responding. Example: "Before you respond, let's make sure we fully understand. Could you summarize what you heard?"
4. Set a Parking Lot for Unresolved Issues If a disagreement is derailing the meeting, table it for a follow-up session or mediation. Example: "This seems like an important discussion, but we need to stay on track. Let's schedule a follow-up specifically for this topic."

## Agenda

The following is a suggested agenda. The mentor team can change order and time allotment based on the content of the founder responses.

- Introduction & Ground Rules 5-10 min
- Strengths, Limitations (Individual and Team), 10-20 min
- Individual Roles and Leadership Gaps 10-20 min
- Long-Term Goals & Exit Strategy 10-20 min
- Equity & Contributions Discussion 15-25 min
- Action Planning & Next Steps 20-25 min

### *Strengths and Limitations - Building a complementary team and collective strengths*

Each founder must independently prepare answers to the following questions before the meeting. Below is an expanded explanation of each question and why it is critical to the analysis.

Personal and Team Strengths & Limitations Prompt: *"List your own strengths and limitations, as well as those of every other team member, and assess the overall strengths and limitations of the company."*

Why This Matters:

- Identifies where each founder excels and where they may need support.
- Highlights skill gaps that may need to be filled through hiring or mentorship.
- Ensures that roles align with individual strengths for maximum efficiency.
- Encourages self-awareness, which is key to effective leadership.

Suggested Process:

1. All founders read their strengths for founder #1. Founder #1 may respond by accepting the feedback or request an example of a time when a trait was exhibited.
2. Repeat the process with founder #2 and subsequently with any additional founders.
3. Repeat the “strengths” process using limitations.
4. Alternate between founders offering a company strength until their list is exhausted. Get agreement on the top three strengths. Repeat process for limitations

Facilitation Tip: If disagreements arise over perceived limitations, steer the discussion toward how to leverage strengths rather than dwelling on shortcomings. The goal is to build a complementary founding and leadership team, where the collective strengths of the group exceed those of any individual.

#### *Individual Roles and Leadership Gaps - Building clear expectations and accountability*

Job Descriptions of Each Team Member Prompt: *"A brief job description of your job and the job description of every other team member. Identify one, and only one, name responsible for the following functional areas: General Mgmt, Product Development, Operations, Marketing/Customer Service, Sales, and Finance."*

Why This Matters:

- Reveals potential misunderstandings about each founder's role.
- Helps clarify responsibilities to prevent redundancy or gaps.
- Aligns expectations about who is responsible for what within the company.

Suggested Process:

1. In turn, each founder describes their role. After each description, founders may request clarification or express their perceived differences of the role.
2. Check if the founders can agree on the single name responsible for each functional area.
3. Ask founders if they see any leadership gaps or misalignment between individual strength/limitations and their role. Discuss how they might be addressed.

Facilitation Tip: If two founders see their roles differently, guide the conversation toward clarifying expectations and adjusting responsibilities where needed. Refer back to the discussion on strengths and limitations to help with adjusting responsibilities.

### *Long-Term Goals and Exit Strategy - Finding common purpose and vision*

Long-Term Goals & Exit Strategy Prompts: *"A description of your long-term goals for the company and, if your goal is to sell the company, your vision of the perfect exit."*

*"Write a brief description of your "dream job". Discuss what you would do if you were offered your dream job."*

*Would you take it?*

*If you did take it:*

- 1. How you would assist in the ongoing success of the company.*
- 2. What portion of your equity would you give back to the company to support the growth of its management team?"*

Why This Matters:

- Uncovers potential misalignment in long-term goals (e.g., one founder wants a quick exit, while another wants long-term growth).
- Helps set a shared strategic direction for the company.
- Allows early discussions about exit strategy to prevent future disputes.

Suggested Process:

1. Each founder reads their long term goals for the company and what they personally consider the perfect exit. After all have read, ask for any comments or reactions to the alignment.
2. Each founder reads the description of the perfect job and, if offered to them, would they accept the job and what portion of their equity they would be willing to give back to the company. After all have read, ask if they see any misalignment that needs correction.

Facilitation Tip: If partners have differing visions, encourage discussion around compromise or structured exit planning (e.g., phased buyouts, differing roles over time).

### *Equity and Contributions - Finding a shared understanding of value*

Contributions and Equity Ownership Prompt: *"Detail the value you and each of your partners contributed to obtain your equity shares—ideas, IP, time, money—and state the percentage of the company each founder owns."*

Why This Matters:

- Creates transparency around who contributed what and whether equity distribution feels fair.
- Prevents future resentment if one founder feels they are contributing more than others.
- Encourages discussion about future contributions and potential adjustments (e.g., vesting schedules, dilution for new investors).

#### Suggested Process:

1. Each founder states their understood value they have brought the company and intend to bring in the future.
2. After all founders have shared, each founder will offer what they feel is a fair equity split, based on what they have just heard.
3. Ask the founders if they see the need to make adjustments, vesting schedules, or setting expectations for future contributions.

Facilitation Tip: If equity disputes arise, redirect the conversation to solutions—e.g., revisiting equity splits, implementing performance-based vesting, or defining future contribution expectations. For this process, it is acceptable to agree to disagree. One possible outcome is for founders to document their positions and take them to a legal arbiter.

## Action Planning and Next Steps

#### Summarize Key Takeaways

- Request that the founders provide a written summary of decisions, unresolved issues, and next steps.

#### Define Next Actions

- Assign follow-up tasks (e.g., refining job roles, create/adjusting shareholder/partnership/stakeholder agreements, setting periodic check-ins).

#### Schedule a Check-In

- Recommend periodic reviews (e.g., quarterly) to reassess alignment and address new challenges.

#### Conclusion

The Venture Mentoring Team's Founding Partner Analysis is a powerful tool for fostering alignment, preventing disputes, and building a high-functioning leadership team. By guiding startups through this process, VMT facilitators play a critical role in setting founders up for long-term success.

Through structured discussion, conflict resolution, and strategic planning, this exercise helps startups create a unified leadership team that is equipped to navigate challenges, capitalize on opportunities, and drive the company forward.



# Appendix

## Suggested Survey Template

<Founder Name> and Team:

As <Company Name> founding partners and/or owner managers, we are inviting you and all of your partners to a special orientation Zoom meeting on x/xx @ 10 AM ET.

We will be going through some interesting exercises that I trust you will find helpful.

Please prepare, in advance, and in confidence, a written document on the following for discussion:

- List your own strengths and limitations, as well as those of every other team member, and assess the overall strengths and limitations of the company.
- A brief job description of your job and the job description of every other team member. Identify one, and only one, name responsible for the following functional areas: General Mgmt, Product Development, Operations, Marketing/Customer Service, Sales, and Finance.
- A description of your long-term goals for the company and, if your goal is to sell the company, your vision of the perfect exit.
- Write a brief description of your “dream job”. Discuss what you would do if you were offered your dream job.

Would you take it?

If you did take it:

- How you would assist in the ongoing success of the company.
- What portion of your equity would you give back to the company to support the growth of its management team?
- The value you and then each of your partners added to the company in order to obtain their shares: (ideas, IP, time and funding). Please list the percentage of the company you and each of your partners and investors own (your CAP table).

Again, these items should be prepared independently and NOT SHARED WITH THE OTHER TEAM MEMBERS.

Please also provide your response in advance to just the mentors listed in the email above, along with a copy of any shareholder/partnership/stakeholder agreement.

Thanks

<Team Leader>

# Example ChatGPT Analysis

## IDENTIFIED CONFLICTS & RISK AREAS

### 1. Equity Confusion and Misalignment

- Cindy and Lois list **fixed equity percentages** (Cindy/Jack/Jim 25%, Lois 15%, Investors 10%).
- Jack and Jim still describe equity as **fluid and under discussion**.

! **Conflict Risk:** Miscommunication about equity ownership can quickly lead to trust issues or legal disputes—especially if investment or acquisition discussions begin.

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### 2. Diverging Commitment Levels

- **Lois** has clearly prioritized **medical school**, stating she cannot commit beyond a flexible R&D/advisory role.
- **Cindy** is pursuing a Master's program; commitment depends on funding and external opportunities.
- **Jim** will be attending Georgia Tech, participating part-time until full-time involvement is feasible.
- **Jack** is the most willing to go full-time and leave other commitments if necessary.

**Conflict Risk:** The company lacks founders who are aligned on **near-term operating commitment**, jeopardizing execution and continuity.

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### 3. Unclear Leadership and Decision-Making Structure

- There is **no defined CEO** or operational lead.
- Cindy handles project management and communications.
- Jack handles product and IP development.
- Jim drives technical implementation and strategy.
- Lois has clinical insight and testing oversight.

! **Conflict Risk:** A flat leadership structure may have worked for a student project, but this becomes a major bottleneck when scaling or facing investor scrutiny.

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### 4. Vision and Exit Strategy Divergence

- Lois envisions a **clinical role or advisor** within an acquired company (ideally Graston Tools).
- Jack and Jim are **open to acquisition**, but only if founder control and vision are preserved.

- Cindy prefers building a **mission-driven sustainable company** and remaining involved on the board long-term.

! **Conflict Risk:** Lack of alignment on exit strategy and company direction may create founder gridlock as growth milestones approach.

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## 5. Accountability and Performance Gaps

- Jack notes that Cindy sometimes prioritizes external commitments and focuses on individual credit.
- Jim is described as technically excellent but occasionally blunt and overcommitted.
- Lois's time investment has been notably lower, which she acknowledges.
- There is no structure to **track contributions or hold team members accountable** beyond verbal expectations.

**Conflict Risk:** Unclear performance expectations and inconsistent accountability can stall growth and create resentment.

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## ⚖️ STRUCTURAL IMPEDIMENTS TO SUCCESS

Area	Summary
Equity Clarity	Conflicting accounts of ownership percentages; no legal agreements in place.
Leadership Gaps	No CEO, CFO, or formal leadership roles; decisions made ad hoc.
Commitment Divergence	Team members are moving on to grad school, med school, or internships.
Exit Vision Mismatch	Differing goals: acquisition vs long-term ops vs hybrid advisory roles.
No Formal Governance	No founders' agreement, board structure, or operational hierarchy.
Business Inexperience	Strong technically, but lacking go-to-market leadership and industry ops.

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## ✅ STRATEGIC RECOMMENDATIONS FOR MENTOR INTERVENTION

### 1. Draft a Founders' Agreement Immediately

- Finalize cap table
- Define roles, time expectations, and voting rights
- Create contingency clauses for inactive founders or reduced contribution

### 2. Appoint Interim CEO/COO

- Likely Jack or Cindy based on current involvement and availability
- Establish authority for execution, hiring, and fundraising decisions

### 3. Create an Operating Cadence

- Weekly check-ins with clear metrics
- Use OKRs or SMART goals tied to individual responsibilities
- Align on 3-month sprints with measurable milestones

### 4. Structure Equity as Vesting with Milestones

- Avoid fixed equity based on early work alone
- Require performance and involvement benchmarks to unlock shares

### 5. Develop a Succession & Continuity Plan

- Clearly define post-graduation roles
- Include offboarding policies and equity clawbacks for inactive founders

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Would you like a **founders' agreement template**, a **board alignment workshop agenda**, or a **mentor coaching slide deck** to use with the team?

Sources

You said:

yes

ChatGPT said:

TripleX Founder Structure

**TripleX Founders' Alignment Toolkit**

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## 1. Founders' Agreement Template (Summary)

### A. Roles and Responsibilities

- **CEO (TBD):** Final decision-maker on operations, partnerships, and capital allocation
- **COO (TBD):** Oversees execution, vendor management, and timeline adherence
- **CTO/Technical Lead:** Jack and Jim jointly own product development and IP execution
- **Clinical Advisor:** Lois supports testing and user validation (part-time)
- **Project Manager:** Cindy maintains internal alignment and cross-functional task tracking

## **B. Equity Structure and Vesting**

- Equity will be distributed as follows *upon execution of agreement*:
  - Jack: 30% (subject to 3-year vesting, 6-month cliff)
  - Jim: 25% (subject to 3-year vesting, 6-month cliff)
  - Cindy: 25% (subject to 3-year vesting, 6-month cliff)
  - Lois: 10% (advisor equity, partially vested)
  - Option Pool/Investors: 10% reserved
- Equity clawback clause if active contribution drops below defined threshold for more than 60 days

## **C. Governance and Voting**

- All major decisions (fundraising, IP licensing, acquisition offers) require 75% founder approval
- Voting rights tied to vested equity only

## **D. Commitment Expectations**

- Defined hours per week (e.g., 10 hours min during school, 25 hours post-grad)
- Slack/email responsiveness standard: 48 hours max for non-urgent matters
- Quarterly re-alignment meetings required

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## **2. Mentor Coaching Session Agenda**

**Title: Aligning Founders & Planning for Growth Duration: 90 minutes**

### **I. Opening Discussion (15 mins)**

- Purpose: Build clarity and transparency
- Ground rules: Assume good intent, speak truthfully, focus on solutions

### **II. Role Clarification Workshop (25 mins)**

- Interactive mapping of current vs. ideal responsibilities
- Who owns what?
- Exercise: "Keep / Delegate / Create" task board

### **III. Exit and Equity Scenario Planning (25 mins)**

- Explore exit visions: IPO, acquisition, licensing
- Cap table evolution scenarios: hiring CEO, VC investment, dilution

- Guided discussion: What's your personal threshold for stepping back?

#### IV. Conflict & Continuity Planning (15 mins)

- Case scenario: Founder moves to part-time or leaves
- Draft action plan: reallocation, board creation, legal protections

#### V. Action Items & Accountability (10 mins)

- Agree on next steps: Founders' Agreement, org chart, cap table finalization
- Set date for quarterly strategic review

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### 3. One-Page Founders' Alignment Summary

**Purpose:** Ensure long-term cohesion, role clarity, and strategic consistency as the team transitions from university to post-grad life.

Area	Current Status	Action Needed
Equity	Inconsistent versions	Execute Founders' Agreement + vesting
Roles	Blended, undefined	Define CEO, COO, and board structure
Commitment	Post-grad plans vary	Create flexible engagement tiers
Exit Strategy	Mixed views	Align scenarios in advance
Governance	No formal structure	Create voting rights and decision matrix
Team Continuity	High risk of fragmentation	Onboard new contributors, create roadmap

Prepared for: **TripleX & VMT Mentor Partners** Facilitated by: **VMT Strategic Mentoring Team**

The **TripleX Founders' Alignment Toolkit** has been created in the document titled "**TripleX Founder Structure**". It includes:

1. **A Founders' Agreement Template** — with roles, equity, vesting, governance, and commitment terms.
2. **A Mentor Coaching Agenda** — for facilitating an alignment session with your team.
3. **A One-Page Summary Table** — highlighting key misalignments and recommended actions.

Let me know if you want this customized further (e.g., specific equity scenarios, legal language, or pitch deck slide versions), or if you'd like to generate editable Word or PDF documents for distribution.

**You said:**

what are the pros and cons of issuing founder options instead of actual shares?

**ChatGPT said:**

Issuing **founder options** instead of **actual shares** can be a strategic move for early-stage startups like TripleX, especially when navigating **uncertainty, commitment variability, or future dilution planning**. Below is a clear breakdown of the **pros and cons**:

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## ✓ **PROS OF ISSUING FOUNDER OPTIONS**

### **1. Performance-Based Commitment**

- **Pro:** Options vest over time, aligning equity rewards with actual contribution.
- **Use Case:** Founders who may leave (e.g., Lois starting med school) can have unvested options reallocated.

### **2. Clean Cap Table Early On**

- **Pro:** No need to record actual equity issuance or change ownership until options are exercised.
- **Use Case:** Avoids overcomplicating the cap table when roles are still evolving.

### **3. Built-In Flexibility**

- **Pro:** Easier to adjust terms or revoke unvested options if a founder steps back.
- **Use Case:** Jim's part-time status while pursuing a master's program.

### **4. Founder Accountability**

- **Pro:** Enforces engagement via vesting schedules (e.g., 3 years with 1-year cliff).
- **Use Case:** Ensures Cindy or others stay involved before owning significant equity.

### **5. Tax Efficiency (in some cases)**

- **Pro:** If structured properly (e.g., with early exercise and 83(b) election in the U.S.), founders can minimize tax liability by exercising when value is low.
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## ✗ **CONS OF ISSUING FOUNDER OPTIONS**

### **1. Perceived Lack of Ownership**

- **Con:** Founders may feel less emotionally invested if they don't "own" real shares yet.
- **Risk:** May reduce motivation or retention compared to actual stock ownership.

### **2. Legal & Admin Complexity**

- **Con:** Requires formal stock option plan, board approvals, legal filings, and tracking vesting schedules.



- **Risk:** Higher legal/administrative burden early on.

### 3. Potential Tax Disadvantages

- **Con:** If not exercised early (and no 83(b) election made), significant taxes may be owed when options are exercised later at a higher valuation.
- **Risk:** Can result in large unexpected tax bills.

### 4. Investor Skepticism

- **Con:** Some investors view heavy use of founder options as signaling uncertainty or instability in team commitment.
- **Risk:** May weaken investor confidence without clear rationale.

### 5. Voting Rights Delay

- **Con:** Option holders have no voting rights until options are exercised.
- **Risk:** May reduce influence on early decisions or strategic direction.

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### When to Use Founder Options:

- Founders are **not full-time yet** or are transitioning (e.g., grad school, internships).
  - You want to **build in clawback protection** for inactive founders.
  - There's a need for **governance flexibility** during early pivots.
  - You are anticipating **future fundraising** and want to maintain optionality.
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If you're interested, I can help you draft a sample **Founder Option Grant Agreement** with vesting terms and repurchase rights. Would you like that next?

**You said:**

yes, please draft an agreement for founder options

**ChatGPT said:**

Founder Option Agreement

### **FOUNDER OPTION GRANT AGREEMENT**

This Founder Option Grant Agreement ("Agreement") is entered into as of [DATE], by and between **TripleX, Inc.**, a [Delaware] corporation (the "Company"), and [FOUNDER NAME] ("Founder").

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### **1. Grant of Options**

Subject to the terms and conditions of this Agreement and the Company's [2025] Equity Incentive Plan ("Plan"), the Company hereby grants to the Founder the option to purchase [**] shares of the Company's Common Stock (the "Option"), at an exercise price of \$[** per share (the "Exercise Price"), which is the fair market value on the date of grant.

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## 2. Vesting Schedule

The Option shall vest as follows:

- **Total Vesting Term:** 3 years
- **Cliff:** 1-year cliff (no vesting occurs until 12 months from grant date)
- **Monthly Vesting:** After the 1-year cliff, 1/36 of the total shares shall vest each month thereafter.

Vesting shall cease upon Founder's termination of service as an employee, advisor, or consultant of the Company.

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## 3. Acceleration Events

The Company may approve accelerated vesting upon:

- A **Change in Control** (merger, acquisition, or sale of substantially all assets)
  - Termination without cause within 12 months following a Change in Control
  - Board-approved exceptional contributions to product development or fundraising
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## 4. Exercise of Option

Once vested, the Option may be exercised in whole or in part by submitting written notice and payment of the Exercise Price for the number of shares being purchased. Shares issued upon exercise shall be subject to the Company's right of first refusal and other transfer restrictions per the Company's Bylaws and Shareholder Agreement.

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## 5. Repurchase Rights

Any unvested shares acquired by exercise of the Option shall be subject to repurchase by the Company at the Exercise Price if the Founder ceases to be a service provider. The repurchase right shall lapse as shares vest.

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## 6. 83(b) Election Notice

The Founder understands that they may file an election under Section 83(b) of the Internal Revenue Code within 30 days of the date of Option exercise. The Founder acknowledges it is their sole responsibility to timely file this election.

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## **7. Non-Transferability**

The Option may not be sold, pledged, assigned, or transferred in any manner other than by will or the laws of descent and distribution.

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## **8. No Right to Continued Service**

Nothing in this Agreement shall confer upon the Founder any right to continued service with the Company or interfere with the Company's right to terminate such service at any time.

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## **9. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of [Delaware].

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## **10. Entire Agreement**

This Agreement and the Plan constitute the entire agreement between the parties with respect to the subject matter hereof and supersede all prior agreements or understandings, whether written or oral.

IN WITNESS WHEREOF, the Company and the Founder have executed this Founder Option Grant Agreement as of the date first above written.

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[Founder Name]  
Founder

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Authorized Officer  
TripleX, Inc.

Answer in chat instead

The **Founder Option Grant Agreement** has been drafted and saved under the document titled "**Founder Option Agreement**." It includes:

- Grant terms

- 3-year vesting with a 1-year cliff
- Change in control provisions
- Repurchase rights for unvested shares
- 83(b) election notice
- Governing law and legal protections

Would you like this exported as a Word or PDF file, or customized with specific founder names and share counts for Cindy, Jack, Jim, or Lois?

# Example Followup Email

Subject: Follow-Up: Partnership Analysis Review & Proposed Next Steps

Hi Team,

Thank you all for putting in the time and thought to complete your partnership analysis documents — it's clear how deeply invested each of you are in TripleX, and it's a testament to the strength of this team.

I wanted to share some key themes that emerged from our discussions and propose a few next steps to ensure you stay aligned as you grow.

## Key Insights

Varying levels of future commitment (medical school, grad programs, internships) may lead to misalignment in equity and expectations.

There's currently no formal leadership structure, which could create decision bottlenecks as we scale.

Equity distribution and exit strategies are not yet finalized and reflect different personal visions.

Team members noted potential communication and accountability gaps that could impact productivity.

## Proposed Next Steps

Review the attached Founders' Alignment Memo and Team Charter – These outline a suggested shared vision, clarify role expectations, and propose a preliminary equity and governance structure.

Discuss and refine both documents as a team, ensuring everyone's voice is heard and reflected in the final version.

Schedule a follow-up meeting to finalize agreements and set 60/90-day goals for our next phase.

## Follow-Up Meeting

Please share your availability for a 60-minute follow-up session with us via Doodle.

The goal of this meeting will be to:

Align on future involvement and equity adjustments

Define leadership roles moving forward

Finalize a Team Charter and sign the Alignment Memo

Looking forward to syncing up soon,

Your VMT Partnership Team