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"Hello everyone,

I appreciate all of you taking the time to come together today. I want to make sure we have clarity on the recent situation that's been causing some tension. Our goal here is to ensure that everyone feels heard and understood.

First, let's outline the main points of disagreement so that everyone understands what we're addressing. This will help us focus on finding solutions. Please, feel free to share your perspectives, but let's be respectful and allow each person to finish speaking before responding. Once we've all shared our views, we'll work together to find common ground and develop a plan moving forward that meets as many needs as possible.

Thank you for your cooperation and openness during this discussion. Let's move forward positively."

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