

## Meeting Agenda

The agenda does not have to be printed and distributed. It can be written on a white board or easel paper. Just make sure it has these elements:

Leader: Wilma

Timekeeper: Barney

Recorder: Fred

Facilitator (optional): Betty

Time*	Topic	Person	Decision/Product
10:00-10:05	Review agenda (Clearly state what needs to be accomplished by end of meeting)	Wilma	
10:05-10:30	Review team charter and work through unanswered components	Betty	Will meet weekly Fridays at 8am. Finalized goals. Barney will revise and bring to next meeting.
10:30-10:45	Identify 1st Play (may or may not be in the order they are presented in the Playbook) for team to work through	Wilma	Team discussed SCREENING. S2BI and CRAFFT will be utilized in blended screener. EHR modifications to be explored this week and discussed at next meeting. Invite BamBam (EHR/IT guru).
10:45-10:55	Review workplan, revise as necessary to be useful going forward and insert work outcomes of today's meeting; document assignments/deliverables for next meeting.	Fred	Updated workplan; FLOW and TRAINING to be discussed at next week's meeting. Invite ad hoc members.
10:55-11:00	Wrap up: Review decisions, assigned work; set agenda for next meeting; set roles for next meeting; evaluate meeting – determine if changes necessary. (in future meetings can update workplan in wrap up)	Wilma	Agenda for Friday October 32nd Leader: Fred Timekeeper: Wilma Recorder: Betty Facilitator: Barney

\* Use actual time to facilitate keeping the meeting on schedule, otherwise a 10-minute block can be stretched because you aren't sure when the 10 minutes started whereas it is clearer when it is 3:10 pm.

## Meeting Roles

**Leader:** Leads the meeting - helps the group move through the agenda; not the same as the chair.

**Timekeeper:** Keeps group aware of use of time; e.g., if Charter discussion is to end at 10:30 Barney will remind the group at 10:25 that they need to wrap up or modify the agenda.

**Recorder:** Keeps meeting record, including placing names of group members alongside the next steps that they “own” [An owner makes sure that the work is getting done, and is probably a member of the subgroup doing the work. This gives the leader one person to contact about that action step between meetings.]

**Facilitator:** Not always necessary, best for a large group; monitors the group process as a back up to the leader to make sure everyone gets a chance to participate and one or two people do not monopolize the meeting.

***NOTE: Roles are ideally rotated among team members.***