

Team and Meeting Planning

Team Type	LOC or MOU in place?
Current Team Membership (Agencies, not people)	
Meeting Frequency	Meeting Duration
Expected hours of contribution	Meeting purpose
Communication Loop and Leadership Buy-In Process	
Next Steps and Goals for 2018-2019 (immediate, short-term, long-term)	

Planning Considerations

Topic	Where Are We Now? (Sticky points and strengths)	Where Do We Want To Be? (What steps to address/reinforce)
Style of SART, Readiness		
Mission, vision, and purpose		
Focus on change and improvement		
Valuing collaboration, victim experience, unique roles		
Buy-in, Meetings, and participation		

Agenda Planning for First Team Meeting

Agenda Item	Time	Process	Ideas
Introductions		Icebreaker activity	
Develop ground rules		Facilitated discussion	Be present Actively contribute Critique; don't criticize Respect difference
Establish team purpose		Team members co-create team mission statement; small group work using Mission Builder worksheet	Team leaders write themes; use themes to develop suggested mission statement before next meeting