

Service Coordination Family Team Meeting Agenda		
Topic	Description	Maximum Minutes
Welcome	<i>Coordinator convenes the meeting and assures that all participants feel welcomed. A good welcome will also define the purpose of the meeting which may include: developing a comprehensive plan of care, setting the stage to work together to help the family move forward.</i>	5
Introductions	<p>Ask members to introduce themselves. Coordinator makes sure the family is not last for introductions. Variations may include</p> <ul style="list-style-type: none"> <li>• Asking attendees to identify themselves by their role and goal with this family. Coordinator indicates that role is different than job title including ones used in families such as Mother, child etc. Goal is defined as what you hope to accomplish. If doing this, Coordinator should chart name, role and goal on big paper and keep that for future planning.</li> <li>• Use an ice breaker to warm up the group. This might include asking people to introduce themselves by telling the story of where their name came from or asking them to identify a character from a movie who represents how they are as a team member. Choose an ice breaker that will increase the group's ability to warm up, act like a team and provide comfort.</li> </ul>	10
Ground Rules	Some Facilitators use this time to identify minimal ground rules for these meetings. These usually focus on behavioral expectations during team meetings and may include items such as attendance, timeliness, waiting to speak until the previous speaker is finished or steps for asking for a break in the meeting. If using this step, Coordinators should introduce some basic rules by presenting them on big paper and ask the group if there are specific rules that should be added.	5
Presenting Strengths	The Coordinator should have already met with the family and started generating a list of strengths. Those strengths should be presented visually (poster paper, PowerPoint slides, other) by the Coordinator. These should include a list of strengths of the child, each parent, every other family member and the family as a whole. When each person's strengths have been reviewed, the Coordinator should offer the team to add to the strengths list. This can be done by having team members call out strengths with the Coordinator logging them on big paper or by passing out post-it notes and asking Team members to write down one strength per note to hand up to the list.	10
Set & Commit to a Future Orientation	Coordinator asks the family to share their personal vision for their family with the team. This should have been introduced and worked on with the family prior to the meeting. Coordinator encourages	15

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	team members to independently describe the results of a successful team implementing a successful plan in a creative way. Some Coordinators may ask each team member to come up with two words that describe where things will be if the team and plan works out. In other cases, the Coordinator may ask team members to draw a successful result. When individuals have completed either of those two activities the Coordinator asks team members to briefly share their view of success by starting with the parent or child. When everyone has had a chance to share, the Coordinator asks the team to come up with a short and memorable description of the overall mission of the team. This can be a slogan, a few words, an overall goal but should be used to communicate a sense of the future.	
Review of Needs	The Coordinator starts by explaining that the focus of the plan will be on needs rather than requirements. The Coordinator shares needs they have identified collaboratively with the family prior to the meeting. This list of needs should be kept to no more than 3 for planning purposes. Team members are given a chance to seek clarification about the needs presented.	10
Brainstorm & select options	The team should begin to brainstorm options, resources and strategies to address the articulated needs. The Coordinator encourages the team to move rapidly to brainstorm at least ten options for each prioritized need without screening out any options. Once all options have been brainstormed, those items that build on strengths presented become the focus for implementation.	10
Volunteer, Assign and Timelines	Those options that build on strengths are considered and team members are given a chance to volunteer or get assigned. Those have been assigned to a task set the timeline for implementation. The Coordinator outlines the action (what), responsibility (who) and this timeline (when) on big paper.	5
Next Steps	Coordinator summarizes the results of the meeting and identifies when/if a next meeting should be scheduled.	5
	Total Time in Meeting	75

# Service Coordination Meeting Agenda

**Location:** Address or Room Number

**Date:** Date

**Attendees:** Name(s)

**Time:** Time

- I. **Welcome (3 Minutes)**
- II. **Introductions (5 Minutes)**
- III. **Ground Rules (5 Minutes)**
- IV. **Strengths Presentation (10 Minutes)**
- V. **Mission/Vision/Goals (10 Minutes)**

## **F a m i l y   V i s i o n**

**( I n s e r t   F a m i l y   V i s i o n   H e r e )**

- VI. **Needs Review (7 Minutes)**
- VII. **Develop the Plan: Brainstorming (10 Minutes)**
- VIII. **Plan Details: What, Who, When (7 Minutes)**
- IX. **Adjournment & Follow-up (3 Minutes)**