

Team Around the Family agenda

1. **Welcome/Introductions**:- Welcome everyone to the meeting and allow the family and professionals introduce themselves. Ensure introductions are done whenever a new person is in attendance. If this is the initial meeting request a volunteer to **minute take** at this time.
2. **Apologies**: Give apologies on behalf of anyone who has given prior notice that they will be unable to attend.
3. **Purpose of meeting**: Give a brief overview of the purpose of the meeting:
 - An initial meeting may include the reason for referral and by whom
 - Subsequent meetings may state that the purpose is to review previous actions and give updates.
4. **Discussion**: Give each professional and family member time to give an update on any significant events that may have occurred since the previous meeting (if this is not an initial meeting). This is also the time for professionals and the family to discuss needs and strengths.
5. **Actions**: Discuss what needs to happen. Agree on actions and who will be responsible for each one. Remember to also set tasks for the family to complete.
6. **Next meeting**: Agree on a date, time and venue for the next meeting (approximately 6 weeks).
7. **Minute taker**: Agree on who will take minutes at the next meeting.