**Team Meeting Agenda Template**

(note: the agenda items are a guide. You may not need to discuss all of these things every meeting. They serve as a reminder about possible key agenda items. You can also change the order! You can use this as a guide for your minutes too – someone can bring a laptop and type as it happens)

Date:

Team:

People Present:

Apologies: (*people who have let you know they can’t make it.)*

1. Anything to be discussed/followed up from previous team meeting?

2. Team update

* *Any changes in the team and their availability? (worth noting exams/electives of different years)*
* *New roles?*
* *Roles up for grabs?*

3. Any updates from HQ

* *Chance to share key news and updates from HQ*

4. Delivery Lead

* *Delivery Team to bring to the meeting:*
	+ *A list of current partners – how much teaching has been done at each of them*
	+ *Talk of potential new partners*
	+ *Future sessions that need covering*
	+ *Have all invoices been sent out?*

5. Impact Lead

* *Impact Team to bring to the meeting*
	+ *Impact summary – percentage of data uploaded, missing sessions, evaluation completion*
	+ *Planning of a session observation*
	+ *Feedback on research and data collection.*
	+ *Any session observations, deep debriefs, case studies to report back or organise?*

6. Fundraising Lead

* *Events/ plans and updates*
* *Celebrate successes*

7. Communications Lead

* *Reminder of upcoming events and potential social media use*
* *Plan of upcoming content*
* *Asks team for stories to share*
* *Any upcoming media interest and plan*

8. Quality Lead

* *Reflections from 1 -2 sessions – any hints and tips to add? Any #golddust to share? Are reflections shared on FB group after teaching sessions?*
* *Any updates to teaching plans?*
* *Discuss teaching methods and tactics that are good or not so good in sessions*

9. Training Day Updates

* *E.g. are we piloting anything new? Any key information to disseminate?*

10. Technology review:

* *Lamplight – does anyone need support using it? Are all sessions on Lamplight correctly?*

11. Reflect on team goals – make new ones if you’ve achieved old ones ☺

12. Dates for your diary; (any conference/taskforce day/other local events/HQ training/recruitment etc..)

13. Team Socials

14. Any Other Business (AOB)

15. Next meeting date

After the meeting email minutes to:

* Your team members
* nvc@streetdoctors.org

Each team may have a different format to present their team minutes. One method to consider is a **brief** summary of what was discussed (i.e. headlines) and then a clear way to present any action points from the meeting and who’s responsible for them and by when e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB** | **TEAM MEMBER** |  | **DATE DUE** |
| Contact X about teaching sessions | X |  |  |
| Communicate availability for teaching sessions and next meetings Support the team’s fundraising events | EVERYONE |  |   |