

Weekly Meeting

Completed by: _____

Date: _____

Meeting Tips:

- Make this weekly meeting a family priority.
- Set a regular day and time each week for the meeting.
- Be prepared - make your notes ahead of time.
- Come to the meeting with an open mind and calm attitude.
- Be positive - what went well this week? Think about what has gone well, what progress has been made toward goals? What progress have you made as a team? E.g. Are you communicating better? Did you achieve all your action items from last week?
- When talking through issues, focus on improving how things are working rather than taking feedback as a personal attack. The purpose of discussing issues is to solve them together to help make you a stronger team.
- Celebrate successes both big and small - show your appreciation for what the other members of the team are doing.
- At the end of each meeting - recap the action items for the following week:
 - What are the goals?
 - What needs to be changed?
 - Who is in charge of implementing changes?
- Assign a note keeper each week to write down notes.
- If there are questions that arise during the meeting that you would like further assistance with, please contact your Area Director.

What have been the biggest achievements of the week?

Your Notes:

Discussion Notes:

What is working well?

Your Notes:

Discussion Notes:

What needs improving?

Your Notes:

Discussion Notes:

What is our biggest focus for the next week?

Your Notes:

Discussion Notes:

Weekly Schedule Review

Date	Day	Start time	Finish time	Actual Start	Actual Finish	Notes
E.g. 6/28	Monday	8 am - 4 pm	10 am - 8 pm	7:30 am - 4 pm	10 am - 1:30 pm	HF had to leave for work early due to an unexpected meeting. Came home early and relieved me of duties.

Meeting Recap

What are the action items? (One per line)	Who is responsible?