Weekly Staff Meeting Agenda and Notes

I. Data Review
   a. Shootings and killings: last month, this month, last year, this year, goal
      i. Notes: How many shootings and killings took place last year? How many shootings and killings took place last year during this month? This data should be from an official source.
      ii. Notes: How many shootings/killings this month/year so far? This can be from official and unofficial data sources.
      iii. Notes: What was the goal set by the team? Where is the program in regard to the goal?
   b. Shootings and killings this week and follow-up plan using violent incident review form
      i. Notes: If a shooting or killing took place during the past week, is the site filling out the violent incident review? The site needs to take the time to ensure that everyone's understanding of the event is captured on the form
      ii. Notes: The important part of the review form is section C: Why didn't we know about this violent event on the front end? What can we learn from it? What inroads need to be developed? Do we have the right relationships in the target area?
   c. Violent incident review from last week/month/quarter
      i. Notes: Is the site following up on the violent incident review forms from the preceding week/month/quarter? Are the workers following up on building the inroads and relationships in the target area or not?
   d. Brewing and current conflicts being mediated: current and follow-up plan
      i. Notes: Each zone of the target area must present what are the brewing and current conflicts in the target area. The discussion needs to focus on what the workers are doing about it and discussion to ensure all staff concur with this course of action.
   e. Mapping of shooting and killings data
      i. Notes: As new information is presented during the meeting, are the supervisors and Program managers adding it to map of the target area?

II. Canvassing and Community Awareness
      i. Notes: The only way to identify and detect violent events, mediate conflicts, and change norms around violence is by building the relationships in the target area. The canvassing efforts need to ensure that the site has relationships with everyone in the target area.
   b. Review plan for the week/month/quarter to cover the entire target area
      i. Notes: What is the plan for this week/month/quarter to cover the entire target area? How is it being tracked? How are the decisions being made? Is the staff familiar with the entire target area?
   c. Public education: message creation/delivery/frequency
      i. Notes: What public education materials are being used during canvassing? What new materials are being developed? Who is designing the messages?

d. Hot spots to be canvassed this week
    i. Notes: Is there discussion about what are the hot spots for the week that the team needs to saturate to build inroads and relationships? How are these decisions being made? In terms of reducing shootings and killings in the target area, are the hotspots and relationship mapping helping achieve the goal?

III. Building Community Relationships
    a. Review of current resources
        i. Notes: How outreach workers and violence interrupters are made aware of resources available for highest risk participants? Is it sufficient? If not, what can be put in place to ensure everyone has up to date information?
    b. Specific resource needs for high risk and follow-up
        i. Notes: The outreach workers and interrupters need to be able to provide feedback on the needs of the highest risk they are working with. What are they requesting? What is the follow-up from the last meeting?

IV. Community & Participant Activities
    a. Upcoming community and participant activity this month
        i. Notes: What is the next community activity? How does it fit into a larger plan of reducing shootings and killings? It is important Violence Interrupters and Outreach Workers are not being asked to handle permits and administration related to community activities. Are the roles clear for the activity?
    b. Planning for the next quarter of community and participant activities
        i. Notes: Plans for upcoming community activities? How are they related to reducing shooting and killing in the target area?

V. Treatment Team
    a. Review participants using treatment team
        i. Notes: How long have you worked with this Participant? Who is supportive of them in their lives? Are these supporters helping them make good choices? What are the participant's personal strengths or challenges/issues? Why are they working with an outreach worker? Have they progressed with the goals that were spelled out in the risk reduction plan? Is the participant receiving all of the referrals and support that would help them?
    b. Review conflicts mediated by staff
        i. Notes: What is the basic information about the conflict? What was the strategy for the mediation and how did it go? What has been the follow-up?

VI. Documentation
        i. Notes: This is the section of the agenda to ensure that all work is being documented correctly. If there are issues make sure that there is an action plan with due dates and clear instructions.
    b. Participant files
    c. VI daily logs
    d. Conflict mediation

VII. Other