

PARTNERSHIP TEAM MEETING

Agenda Planning Tips

Meeting Agenda Notes

Kick Off Meeting:

The first Partnership Team kick-off meeting is critical to the early functioning of the group. It serves as an official launch, setting the tone for the work of the team and how the team will work together.

There are four main objectives of the kick-off meeting:

1. Provide an overview of the program.
2. Introduce the team members to each other. Distribute the Partnership Team Member Roster to the group.
3. Model how the team is going work together to support the program.
4. Take the team members to the classroom to visit with students and see their work.

Partnership Team Meetings Helpful Hints:

Below are some general guidelines for running an effective Partnership Team meeting:

- Distribute a reminder for the meeting at least two weeks before the scheduled date.
- Send a copy of the meeting agenda to attendees at last two days prior to the meeting.
- Start the meeting on time regardless of whether everyone is present.
- Solicit recommendations from the team.
- Practice good record keeping and note taking.
- Prioritize issues in the agenda so that adjustments can be made given time constraints.
- Encourage active participation from all members by asking questions and providing the opportunity to gather feedback/input.
- Prepare and distribute a meeting summary and send to the appropriate people after the meeting.
- Encourage constructive and positive behavior.
- Document decisions made during meeting. If follow-up is required, it should be completed immediately following the team meeting. All follow-up activities should also be assigned to a particular owner to ensure accountability and follow through.
- Document any new issues that may have been identified.
- Publish action items/key decisions and schedule the next team meeting to keep momentum going.
- Summarise the notes taken during the meeting, and send out the meeting notes to the partnership team.

PARTNERSHIP TEAM MEETING SAMPLE AGENDA

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|-----------------------|--|
| Meeting Chair: | |
| Date: | |
| Time: | |
| Location: | |

Meeting Attendees

| Name | | Organization |
|------|--|--------------|
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Meeting Agenda (Sample Layout)

Use the following agenda and suggested times as guidelines. The actual time you need to cover agenda topics will vary depending upon the needs of the project.

| Agenda Item | Presenter | Discussion Points | Recommended Time |
|---|--|---|--------------------|
| <i>Introductions</i> | <i>Chair</i> | <ul style="list-style-type: none"> <i>Chair welcomes everyone and briefly states the objective of the meeting.</i> | <i>1-2 minutes</i> |
| <i>Approval of minutes</i> | <i>Chair</i> | <ul style="list-style-type: none"> <i>Minutes from the previous meeting are approved</i> | <i>3 minutes</i> |
| <i>Business Highlight</i> | <i>Revolving Partnership Team Member</i> | <ul style="list-style-type: none"> <i>Partner business describes their business needs and discusses their involvement with other team members.</i> | <i>5 minutes</i> |
| <i>Discussion of upcoming opportunities</i> | <i>Chair</i> | <ul style="list-style-type: none"> <i>Discuss upcoming opportunities, events etc.</i> | <i>10 minutes</i> |
| <i>e.g. Create Strategy for ...</i> | <i>Group</i> | <ul style="list-style-type: none"> <i>Discuss.....</i> | <i>10 minutes</i> |
| <i>e.g. Discuss program needs</i> | <i>Chair</i> | <ul style="list-style-type: none"> <i>Discuss any programs needs and how to facilitate meeting those needs</i> | <i>10 minutes</i> |
| <i>Next Steps</i> | <i>Chair</i> | <ul style="list-style-type: none"> <i>Plan and create</i> <i>Create action items and assign tasks to be completed prior to the next meeting.</i> <i>Set next meeting date if one has not already been set.</i> | <i>10 minutes</i> |
| <i>Questions</i> | <i>Chair</i> | <ul style="list-style-type: none"> <i>Open forum for any questions that may have arisen during the meeting.</i> | <i>(as needed)</i> |
| <i>Close</i> | <i>Chair</i> | <ul style="list-style-type: none"> <i>Thank everyone for their time.</i> <i>Close meeting.</i> | <i>1-2 minutes</i> |

TOTAL TIME: 50-60 Minutes