

School Mental Health Team Meeting Agenda Template

Remember to use best practices for team meetings

- ✓ Identify skilled meeting facilitator
- ✓ Start and end on time
- ✓ Use an agenda
- ✓ Designate person to take and disseminate meeting notes
- ✓ Disseminate meeting notes with actionable steps within 24 hours of each meeting
- ✓ Follow up on action items at the beginning of each meeting

[Team/Meeting Name – e.g., School Mental Health Committee Weekly Data Review Meeting]

[Invited Attendees]

[Location – including call/video information, if applicable]

[Start and End Time]

[Person responsible for taking and disseminating meeting notes]

Agenda Items

- i. Review and update on prior meeting action items
- ii. New item
- iii. New item...
- iv. 2-minute meeting process debrief
 - a. e.g., What went well with team meeting process? What improvements would you suggest for the next team meeting?

Action Steps

Action Step	Who is responsible?	By When?