STUDENT ASSISTANCE CENTER at PREVENTION FIRST

Building community capacity to prevent substance abuse

SAC *QUICK*tips: SAP TEAM MEETING AGENDAS

1. Include four items in the agenda: assigning new cases to a case facilitator; problem-solving existing cases; progress monitoring reports; miscellaneous items (upcoming events, scheduled meeting changes, staff development, etc.)

2. Implement a meeting agenda template so that meeting agendas look consistent at each meeting. This reduces prep time, and helps team members follow the agenda during each meeting.

3. Send an email to team members 4 days prior to the meeting to ask input for the agenda. This includes cases to be presented, problem-solved, progress monitored or miscellaneous items. Let team members know that only cases or miscellaneous items submitted prior to agenda distribution will be included in the meeting.

4. In preparing the agenda, put the name of each person responsible for presenting or leading discussion next to the student name or miscellaneous item.

5. Distribute the meeting agenda at least 24 hours prior to the meeting. Make team members responsible for printing their own copy of the agenda.

6. Do a quick overview of the agenda at the beginning of the meeting.

7. Create a realistic time allotment for each agenda item. Specify the time allotment when doing the quick overview.

8. When an item of discussion comes up that is not on the agenda, place the item on the 'parking lot' for a future meeting.

9. Include the next meeting date, time, and location as the last item on the agenda.

10. When first implementing a consistent agenda, ask for feedback about how the agenda template is working, and for suggestions to improve the agenda.

Resources on prevention.org – Professional Resources – Student Assistance Center: Case Flow for SAP Referrals, Team Effectiveness Qualities

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