**Wellness Team Meeting Agenda**

**Date:**

**Members Present:**

**Not In Attendance:**

**Facilitator:**

**Time Keeper:**

**Recorder:**

**Meeting Norms** – *Creating guidelines/rules with your Wellness Team Members to determine how the meeting should run For example, be positive and professional, be present, silence technology.*

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| **What** | **Process/Guiding Questions** | **Time** |
| **Opening and Announcements** | *Review the meeting norms and provide quick objectives for the meeting.* |  |
| **Business** | *List out each topic that must be discussed, who will be leading the topic, and how long it will take to cover the topic.*   * Action Items from last meeting * Review Action Plan for next steps |  |
| **Process Check/**  **Wrap Up** | *Summarize your action items, set a date for your next meeting and evaluate how this meeting went or what needs to improve.*   * Meeting evaluation   + What went well?   + What do we need to improve upon for next time? |  |
| **Action Items** | *List out Action Items and put the person’s name responsible for the action item next to each.* |  |
| **Notes** | *Take notes during your meeting and keep record of who will do each action item.* |  |