

Inclusion Team Meeting Planner





A map for working better together

Meeting date: Today's meeting leader:

Minutes will be taken and shared by:

Child's name:

Agenda Items	Key Points Discussed	To Do
 Shared conversations		
<p>Welcome</p> <ul style="list-style-type: none"> ▶ Introductions (if needed) <p>Check-in</p> <ul style="list-style-type: none"> ▶ What is going well for (child)? ▶ What is working well for (inclusion team member/team)? ▶ Is anything not going well for (child/team member/team)? <p>New ideas</p> <ul style="list-style-type: none"> ▶ Are there any new ideas to support (child) for the team to discuss? 		
 Common ground		
<p>Teamwork</p> <ul style="list-style-type: none"> ▶ What do we want to work on or decide on today? <p>Roadblocks</p> <ul style="list-style-type: none"> ▶ Are there any challenges or problems that we need to talk about? ▶ Are there any resources or supports that could help us? 		



Path forward

To Do

- ▶ What have we agreed to do?
- ▶ How, where and when will we do this?
- ▶ Who will do this? Do we need anyone else to help us do this?
- ▶ How will we record, track and share progress or problems?



Keep connected

Next Check In

- ▶ How and when will we next check in together?

Click [here](https://inclusionagency NSW ACT.org.au/about/inclusion-together) to find out more about *Inclusion Together* or go to <https://inclusionagency NSW ACT.org.au/about/inclusion-together>