

Sample Meeting Agenda for Initial EBPP Team Meeting

Agenda Items	Facilitator Notes
Introductions	<p>Members introduce themselves, their role in the community, and why they have joined the group</p> <p>You may want to create a meaningful icebreaker or activity to get the group interacting and getting to know one another</p>
Overview Meeting Objectives	<p>The primary objective of this meeting is to lay the foundations for success for your group, including a shared goal, group agreements, commitments, role, and logistics</p> <p>Review meeting agenda and speak briefly to the goal for each agenda item</p>
Purpose & Process Overview and Shared Goal Creation	<p>Overview purpose and the entire EBPP process with the group using the visual provided to give everyone a sense of the shared goal of the group and an understanding of the process you will be going through</p> <p>In this step, be sure to work with your team to come up with a shared, and broad goal for your work together. For example, you may decide you want to identify and eliminate challenges youth face in your community in relation to the juvenile justice system. This should be broad and should focus the group on a common goal. Note that your goal may change or shift through this process.</p>
Stakeholder Identification	<p>Based on your shared goal, identify if there are any additional stakeholders, populations, or individuals who should be included in the group</p> <p>If so, create an Action Plan (using the template provided) for outreach to the identified people</p>
Group Agreements, Expectations and Commitments	<p>Norms: Establish group agreements for how the group will interact. You may elect to let the group come up with all the norms, or you might want to bring a short list of suggestions.</p> <p>Expectations: In addition to norms, speak about the expectation that everyone in the group will commit resources (time and/or financial or organizational resources) to this process and come to a group agreement.</p> <p>Commitments: Ask the group members for commitments to both follow through on tasks assigned within the agreed upon timeframe, or ask for support; and attend all meetings (with the exception of emergencies or illness) in a timely fashion. Ask if there are any additional commitments the group feels they need.</p>

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Role Assignment	<p>Using 'Organizing your EBPP Planning Team' as guidance, work with the group to assign the necessary roles to specific group members based on skills, willingness, and availability. Note that you may wish to identify who in your group will likely be doing most of the data research and organization (based on skills and access) and avoid assigning the group roles to these individuals as they will likely be contributing a significant amount of work throughout the process.</p> <p>Note: If you created an Action Plan in the stakeholder identification agenda item, you will now pass that on to the Accountability Tracker.</p>
Logistics	<p>Determine the following logistics:</p> <ol style="list-style-type: none"> 1. On-going meeting schedule 2. Communication platform (for messages that are to go to the whole group) 3. Preferred shared document platform (i.e. Google Drive, Dropbox, etc.) to ensure everyone has access. [Note: If members of your group are not familiar with the platform, partner them with someone who is for a tutorial) 4. Any other logistics that are important for your group.
Closing	<p>Review next meeting time and brief overview of next meeting process (Module 2: Data identification)</p> <p>Close on a positive note.</p>