**Agenda for Phase II Launch Meeting**

*This resource is a sample meeting agenda for the launch of the Implementation Support Team. During the meeting, the team defines team norms, roles and responsibilities, decision-making, and creates the team charter.*

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| **Agenda Item/Timing** | **Activities** |
| Welcome (10 mins) | * Whip around introductions * Purpose of the Implementation Support Team |
| Co-construct team norms (20 mins) | Share sample norms and adjust with team:   * We will be present both physically and mentally * We will use our time wisely, starting and ending our meetings on time * We will be on time and allow no interruptions (i.e. make or take phone calls, etc.) * We will distribute tasks equally amongst members * Topics outside of the agenda will be documented and tabled for a later time * We will address conflict by dealing with the issue, not the person * We will ask questions when in doubt * We will complete our assigned tasks by our assigned deadlines |
| Define roles and responsibilities for the team (10 mins) | Discuss [Implementation Team Roles and Responsibilities](http://curriculumsupport.org/wp-content/uploads/2019/02/Implementation-Team-Roles-and-Responsibilities.pdf). Ask team members to read and clarify different responsibilities. |
| Finalize the decision-making matrix (30 mins) | Walk through the [Phase II Decision-Making Template](http://curriculumsupport.org/wp-content/uploads/2019/02/Phase-II-Decision-Making-Template.docx) and assign team members different responsibilities. |
| Co-construct the charter (20 mins) | Lead an activity to complete the team charter. By the end of the activity, the team should have outlined:   * Team purpose * Duration and time commitment * Members’ roles and responsibilities * Goals |
| Closing (10 mins) | Final reflection: What are your hopes and fears for implementation? |