**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.*

|  |  |
| --- | --- |
| **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? |