

Concept	Description
Agenda	<ul style="list-style-type: none"> ● Created and distributed before the meeting date and time ● Set times <ul style="list-style-type: none"> ○ Anticipate how long/short of time is needed ● Establish clear objectives <ul style="list-style-type: none"> ○ Don't lose sight of objectives
Roles	<ul style="list-style-type: none"> ● Assigned OR Rotating <ul style="list-style-type: none"> ○ Note-taker ○ Time keeper ○ Facilitator <ul style="list-style-type: none"> ■ as educator
Public Record	<ul style="list-style-type: none"> ● Public record <ul style="list-style-type: none"> ○ Charting ○ Minutes ● Holds people accountable
Engagement	<ul style="list-style-type: none"> ● Time ● Space ● Contribution ● Professional ● Agree to disagree ● Leave time for practice
Time	<ul style="list-style-type: none"> ● Value ● Focus
Action Items	<ul style="list-style-type: none"> ● Clear objectives ● Due dates ● Tangible <ul style="list-style-type: none"> ○ Do not take on too much <ul style="list-style-type: none"> ■ Do not believe that you can fix and rule the whole world ○ Focus on manageable ○ Start small and work up
Modeling	<ul style="list-style-type: none"> ● Strategies ● Behaviors ● Non-judgemental

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