



Coordinated Family Services

First Team Meeting Notes

Date: _____

Present: _____

Agenda:

1. Introductions
2. Review Coordinated Family Services Process
3. Roles-Strengths-Goals Exercise
4. Team Goal
5. Establish Team Rules
6. Review Flex Fund
7. Set date/time/place for next meeting
8. Team Contact List

1. Introductions:

2. Review Coordinated Family Services Process:

3. | Roles | Strengths | Goals | |-------|-----------|-------| | | | | | | | | | | | | | | | | | | | |

| Roles | Strengths | Goals |
|-------|-----------|-------|
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4. Team Goal:

5. Establish Team Rules:

6. Review Conflict Resolutions Process:

- Each team member has the right to be treated fairly and not be discriminated against.
- Conflicts can be handled within the team process if consensus can be established.
- At any time individuals may see out the Team Facilitator and provide the Service Coordinator with documentation requesting a mediator if a conflict cannot be resolved.

7. Review Flex Fund:

8. Set date/time/place for next meeting:

9. Team Contact List:

Team Meeting Notes

Team Meeting for: _____

Date: _____ Time: _____ Location: _____

Team Members Present: _____

Agenda Topics

Agenda Item:

| Discussion | | |
|--------------|--------------------|----------|
| Conclusions | | |
| Action Items | Person Responsible | Deadline |
| | | |
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