MAKE EVERY MINUTE COUNT

Make the meeting count.

45 minutes. Family voices. A next step people can name.

GROUP / MEETING

DATE / FACILITATOR

5 MINUTES	10 MINUTES	15 MINUTES	10 MINUTES	5 MINUTES
WELCOME	**LISTEN**	**DECIDE**	**ASSIGN**	**CLOSE**
What matters today?	What are families saying?	What needs a decision?	Who will do what?	When do we check back?

The decision we need to leave with

FAMILY QUESTIONS / IDEAS

ACTION / OWNER / DUE DATE