Multi-System Youth Team Meeting Guidance

Use the following guide to create your own template for team meeting notes or download and use the template found in the Navigation Essentials

Collect Contact Information.
Circulate a document for team members to use to record their name, title/role, organization, and email address. If collected in a previous meeting, ask team members to verify that the information is correct. If a virtual meeting, ask team members to add their contact information to the meeting chat. Save the chat or copy the information prior to the end of the meeting. Create or edit contact list of team members.

Youth Name: Include first and last name

Type of Meeting: Indicate what type of meeting. Is it a weekly meeting, quarterly review, ISP or IEP meeting, etc.

Date of Meeting: Indicate if the meeting was a change in the typical meeting date

Location of Meeting: Include address of location if it is an in-person or indicate if the meeting is virtual

Time and Duration of Meeting: Include start and end time

Attendees: Name, Title/Role, Agency/School/Organization

Present: Including the title or role of the person as well as the agency can assist team members to become familiar with organizations that work with the youth and the team member's position and responsibilities.

Absent: Include the team members that were unable to attend as a reminder of those that may need the notes to help stay informed about the youth's plan, progress, or needs.

Meeting Notes:

Agenda Item or Topic.
- Identify the item or topic.
- Provide a summary of the update and/or the discussion of the topic or item.
- Highlight key points.
- Identify those providing updates or those involved in discussion when relevant.

Action Steps.
- Identify the agreed upon next steps that will occur.
- Include what will be done, who is responsible, and when it is expected to occur or be completed.
- Highlight those steps that require immediate action and will be reviewed at the next meeting.
- Determine who will finalize notes and send to team members (including those not in attendance)

Next Meeting.
- Identify when the meeting will occur and where.
- Include any known agenda items for the next meeting.