**Team around the family meeting –**

**Suggested agenda**

If possible, arrange for the family and young person to be met and settled in the meeting room prior to the professionals arriving.

* Welcome everyone.
* Introductions: everyone introduces themselves
* Sign the attendance sheet of TAF review form *(prepare this before the meeting)*
* Identify note taker and facilitator – this should be shared amongst the group
* Ground rules:
  + Voluntary process
  + Confidential, respectful and solution focused
  + Supportive and helpful
* Initial TAF: check everyone has received/read the strengths and needs form
* Review TAF: check everyone has received the previous TAF notes
* Agree the main issues/refer to the TAF plan and action points
* Discuss the Issues, progress and changes. Bullet point discussions and move onto action plan to keep meeting focused.
* ACTION PLAN: note taker confirms with TAF members and family and young person the agreed actions – including who will do what and by when
* Check: any other issues / information?
* Obtain and record feedback from child/young person/family
* Confirm the lead professional and his/her contact details
* Date of next meeting – confirm who to invite and who will invite
* Confirm who will distribute the TAF notes and who they will go to.
* Thank everyone for attending