

## **Disability Resource Hub Disclaimer**

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Agenda and record of ..... 's meeting Meeting date.....

Who attended the meeting?.....

Apologies .....

Time	Topic/question	Outcome	Preparation needed	Notes/actions

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	<i>Who is here? Who will do what?</i>	<i>We have all met one another, and have a record of everyone that attended the meeting. We know who is doing what during the meeting.</i>	<i>Share your name and how you know.....?</i>	
	<i>What do we like and admire about.....?</i>	<i>We begin on a positive note, and know ..... 's strengths so we can draw on these through the meeting.</i>	<i>Offer up your skills as a timekeeper or helper with hospitality or other roles needed.</i>	
	<i>What are our ground rules for working together?</i>	<i>We know and agree on what's expected during the meeting.</i>	<i>Think about what you like and admire about ..... Think about any ground rules that you think will help. In particular, any ground rules that will help keep ..... at the centre of the process.</i>	
	<i>What is our agenda for the meeting? Does anyone have anything to add?</i>	<i>Everyone has a chance to clarify what's on the agenda and contribute anything that was missed.</i>	<i>Ask questions if you don't understand. Add any extra items you need to cover.</i>	

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	<p>Is there anyone else we need to talk to in ensuring set actions will happen?</p>	<p>We are confident that whoever needs to be involved has been included on the action plan.</p>	<p>Think about others in .....’s life, or people you may know who could be helpful.</p>	
	<p>Who is going to type and distribute the information? Who will ensure that the information is presented in a way that makes sense to.....?</p>	<p>We all know who will type the information and send it to us. We know when we will have the information by. We have thought about how to make sure there is a copy of the plan that .....understands.</p>	<p>Think about how to make the plan meaningful ..... Offer any creative talents or ideas you have in order to do this.</p>	
	<p>Who is responsible for checking up on actions?</p>	<p>There is at least one person who will check in with everyone on how actions are going.</p>	<p>Volunteer if you are good at supportively keeping people on track.</p>	
	<p>When will we meet again to review or set new actions? Who needs to be involved?</p>	<p>We know when actions will be revisited and when we will gather to set any new actions that may be needed.</p>	<p>Bring your diary or calendar or be aware of commitments you have in coming months.</p>	
	<p>What did we appreciate about our time together?</p>	<p>We finish the meeting on a positive note.</p>	<p>Share something you liked or appreciated about the meeting</p>	