

Agenda for Phase II Launch Meeting

This resource is a sample meeting agenda for the launch of the Implementation Support Team. During the meeting, the team defines team norms, roles and responsibilities, the decision-making matrix, and creates the team charter.

Agenda item/timing	Activities
Welcome (10 mins)	• Whip around introductions • Purpose of the Implementation Support Team
Co-construct team norms (20 mins)	Share sample norms and adjust with team: • We will be present both physically and mentally • We will use our time wisely, starting and ending our meetings on time • We will be on time and allow no interruptions (e.g., make or take phone calls) • We will distribute tasks equally amongst members • We will document and table topics outside of the agenda for a later time • We will address conflict by dealing with the issue, not the person • We will ask questions when in doubt • We will complete our assigned tasks by our assigned deadlines
Define roles and responsibilities for the team (10 mins)	Discuss Implementation Team Roles and Responsibilities . Ask team members to read and clarify different responsibilities.
Finalize the decision-making matrix (30 mins)	Walk through the Phase II Decision-Making Template and assign team members different responsibilities.
Co-construct the charter (20 mins)	Lead an activity to complete the team charter. By the end of the activity, the team should have outlined: • Team purpose • Duration and time commitment • Members' roles and responsibilities • Goals
Closing (10 mins)	Final reflection: What are your hopes and fears for implementation?