

After the coffee chat

- ☐ Invite and educate team members.
- ☐ Organize Strengths Information so it's ready for team meeting.
- ☐ Organize the Needs Profile so it's ready for team meeting.
- ☐ Draft the family/team mission.
- ☐ Create Agenda.
- ☐ Complete the team meeting preparation form.
- ☐ Touch base with family and review plan.
- ☐ Get data history together for first meeting.