WRAP Team Meeting Preparation Checklist

Use this checklist WITH the family/youth when preparing for each team meeting.

Facilitator Name:
Today's Date:
Youth Name:
Caregiver Name:
Scheduled Team Meeting Date:
Meeting Time (Start & End):
This is Meeting #:
☑ Discuss the desired outcome of the meeting with the youth and family.
Notes:
Review the Strengths/Needs Profile with the youth and family to ensure they are comfortable sharing it at the team meeting. Document their response.
Notes:
Decide if the child will be included in the meeting (Yes / No / Part of the meeting).
- If not included, note the reason:
☑ Develop/share an agenda and gather family feedback.
Confirm date, time, location of the meeting. Identify a way for family to contact facilitator if need to reschedule.
Reinforce with family that this is their meeting. Make sure family knows how to convey needs/wants during the meeting.

Team Member Invitations

Complete the chart below to ensure team members are identified and invited.

Name of Person to Invite	Role/Why is it important to include this person	How will they be invited? (email, phone call, in-person)	Who will give orientation prior to the first team meeting?