

Mentally Healthy Community (MHC) Teams

Meeting Process

1. **Check-in:**
 - Re-tell your name/organization/job
 - What is the best thing that has happened to you today?
 - What desires do you have for the meeting today?
2. **Read Provocative Propositions (PP):**

Team Leader (or someone) reads the Community's and/or your Team's PP to set the stage for the meeting.
3. **Confirm/Assign Roles:**
 - **MHC Team Lead** leads the meeting. If the Team Lead is not in attendance someone steps into the role.
 - **Note Taker** takes notes for the [Report Out Template](#) and ensures distribution to the team members **and** to MHC Headquarters (croyer@cruzio.com) *within 5 days* after the meeting. Your Team notes are critical to the continued success, marketing, recruitment, and funding of our project!
 - **Facilitator** helps the Teams stay on track, ensures all voices are being heard, etc.
4. **Go Over or Create the Agenda:** Begin with the results of action items from the previous meeting and invite additional agenda items from the Team members. It might be useful to list the estimated time to spend on each topic. Be sure to include a report out from the Implementation Oversight Committee Member.
5. **Further Develop Goals & Objectives:** Teams will most likely need to confirm, develop, and/or adjust their Summit goals and objectives. *For tracking and reporting to grantors, all MHC Teams' goals, objectives, and results must forwarded to MHC Headquarters.* Remember to ensure objectives are S.M.A.R.T. (specific, measurable, attainable, realistic, and time bound).
6. **Minimum Notes (See [Report Out Template](#)):**
 - **Action Items/Commitments** are what each will do.
 - **Offers** are what Team Members are willing to do.
 - **Requests** are for support that is needed from elsewhere.
 - **Results** name what has happened or is happening from the actions of your team's or as a result of the Summit in general.
 - **Next Best Step** is naming the next most important thing the team as a whole or each individual can do now.
7. **Restate Commitments:**
8. **Plan Next Meeting:** Date/ Time / Location

THANK YOU FOR YOUR GOOD WORK!