

Agenda for Team Around Me Meeting for (NAME), held on (DATE) at (VENUE)

In attendance:

Name	Role and Responsibilities	Contact Details

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Agenda:

1. Review of NAME's achievements thus far/positive feedback

2. What goals or issues remain? Complete action plan below

Remaining goal/ issue	Actions	Who will do this?	By when?	Does this issue remain a challenge?

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3. Go through the steps below for any identified blockages/challenges – once complete, please copy this section of the form only and send to lwatson@shp.org.uk The information provided will be used to identify trends and solutions to system blockages.

<p>ASPIRATION</p> <p><i>What would the client like to achieve if the system could be changed or the issue unblocked?</i></p> <p><i>Could it benefit other clients and/or improve how services work together?</i></p>	
<p>BLOCK</p> <p><i>What is getting in the way of this happening at the moment – what are the problems – either in the system or at a service level?</i></p>	
<p>REFLECTION</p> <p><i>What are people's thoughts about this issue?</i></p>	

QUESTIONS

What do we need to know or do in order to start tackling this issue? Is there anything we need to clarify? Are there differences of opinion between services? Are there different remits of services? What does the client think about these issues?

ACTIONS

What are we able to do about the issue/system blockage today, within this case conference? What do we need to do after this meeting?: How, when, where & who with?