

Program Management Team Meeting Agenda

The Program Management Team (PMT) is comprised of the Program Advisor (PA and co-PA's), Family Group Facilitators (FGF) and Administrator in Charge (AIC). The PMT meets within the first two weeks following the SSA training to make sure the program gets off to a solid start and every 4 – 6 weeks thereafter to ensure program sustainability. These meetings are scheduled to:

- ☐ Assess progress and challenges occurring in Family Groups
- ☐ Plan common themes, training components, and activities for upcoming Family Group meetings
- ☐ Plan how data will be collected and review the results
- ☐ Plan All-Ambassador activities like follow-up trainings and recognition events
- ☐ Provide collegial support and problem solving for Family Group Facilitators
- ☐ Keep FGFs inspired!
- ☐ Discuss need for staff briefings to update staff on SSA accomplishments
- ☐ Discuss and plan community presentations (for Board of Education, local funders, or other stakeholders), if applicable.