Meeting Sign In and Agenda Procedures

For: All meetings, Family Gatherings and Socializations

Due: After meeting occurs

Give To: Supervising Program Manager

Purpose: Have an accurate representation of meetings held, the topics covered, who attend and documentation of In-kind from meeting participants who are not staff

Meeting Sign In and Agenda Instructions:

1. Meeting participant signs in and records their mileage and travel time.
2. Meeting facilitator fills out Title of Meeting (i.e. family gathering, policy council), month/day/year, location and time (begin) & (end).
3. For data entry in to PROMIS Staff Training, the coordinator marks a content area (check Health, Family Services, Infant-Toddler or Preschool Education, if applicable). The program manager also marks whether or not the activity counts as professional development (check Yes or No).
4. The facilitator signs lower left and program manager signs lower right. If facilitator is a program manager, only signs in lower left.
5. If an agenda is generate for the meeting be sure to include all relevant topics on agenda and send an electronic version to Data and Operation Coordinator Assistant for electronic archiving.