

AYFS Team Meeting Minutes

Date: _____ Time: _____ Venue: _____

Running Agenda:

1. Welcome and introductions
2. Matters arising from previous meeting minutes
3. Reflection on data and questionnaire trends
4. Action Plans: review of previous plans, successes and challenges; way forward
5. Partner involvement: current supporting partners and their role/ activities; potential partners we still need to approach
6. Report on AYFS Projects: Review of previous plans; staff training; community outreach.
7. Additions to agenda/ new matters : _____

Minutes

Agenda Item	Discussion	Outcomes/ Recommendations/ Actions and person responsible
1. Matters arising from previous meeting minutes.		
2. Reflection on data and questionnaire trends		
3. Action Plans: review of		

previous plans, successes and challenges; way forward		
4. Partner involvement: current supporting partners and their role/ activities; potential partners we still need to approach		
5. Report on AYFS Projects: Review of previous plans; staff training; community outreach.		
6. New matters:		

Date and time of next meeting : _____

Signed : _____ Designation: _____