



Initial Team Tasks

A Vision for Future Initiatives

- Describes the desired long-term goals, the dream
- Is guided by reviewing current efforts
- Frames and direct the strategic plan
- Is written in two-three sentences
- Is actionable

A Team Agreement

- Ensures a commitment to adopt and sustain the new practices over time
- Outlines the process of identifying the targeted improvements to achieve short- and long-term goals
- Confirms the targeted changes fit with the program's broad, long terms outcomes
- Establishes a focus for the change process

A Communication Plan

- Informs all stakeholders (e.g., district staff, family members, and community partners) about the need for and importance of the new initiative and request feedback
- Builds buy-in from all levels of district system from the onset
- Continuously gains support and builds understanding

See **Meeting Minutes 1** to guide your team's discussion