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| --- | --- |
| Date and Time |  |
| Location |  |
| Chair |  |
| Minute taker |  |
| Present |  |
| Apologies |  |

|  |  |
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| Item 1 | Introduction of team members and roles within organisation |
| Item 2 | Is representation adequate and relevant to the needs of the strategy - should the team be expanded? |
| Item 3 | Timeline of project within organisation (this may be predetermined by managers or open for discussion) |
| Item 4 | Develop Terms of Reference document (see TOR template) to set the goals of and roles of your group, in addition to:   * Setting meeting dates (frequency and duration) * Proxy delegates * Accepted communication methods within committee. |
| Item 5 | Additional items for future meetings (where relevant):   * Health and wellbeing policy development or review * Developing a needs profile of the workforce (see Step 2: Learn about your workplace) * Setting ‘actions’ for your initiative (see Step 4: Plan for action) * Risk management considerations and paperwork * Marketing and branding of your program * Maintaining interest and motivation in program participation * Keeping track of business outcomes/monitoring and reporting (this may be pre-determined by managers or open for discussion). |