SART Name

Date of meeting

Location of meeting

Facilitator:

Minute taker:

Other role(s):

Attendees:

Absent:

Guests present:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Discussion | Decision | Action |
| Introductions/check-in | SART members check in and share their name, role, and title. |  |  |
| Meeting minute approval | Record all information on when meeting minutes were approved, including any corrections required.  *Example: Minutes from meeting held on [month, day, year] were approved, pending spelling correction of the agency name on page 4.* |  |  |
| Report on action items | Record who did what and how far along they are on their action item.  *Example: Tanner collected agency protocols from four of five agencies and is waiting on Star agency to provide.* |  | Record any actions that are ongoing or other agencies that agree to support an action in progress.  *Example: Star agency will forward protocol to Tanner after the meeting.* |
| Financial reports | Provide an update on any finances relevant to the SART.  *Example: We have not heard back from the grant application and will email everyone once we hear.* |  |  |
| Agenda item 1 | Record a high-level overview of content. | Record any decisions made. | Record any actions, including the individual, agency, or group responsible and the due date. |
| *Example: Protocol Development* | *Example: The SART discussed the ongoing need to develop a protocol:*   * *This is a time-consuming process.* * *Current agencies have low resources to devote solely to this task.* * *This is an essential best practice that will assist in building relationships, solving reoccurring problems with response, and providing service providers outside the SART with information on how to respond, when the SART member is absent.* | *Example: SART decided to move forward and develop a SART protocol with a draft developed in one year.* | *Example: Each SART member will discuss the protocol development process with their agencies and determine what resources they have to contribute, including allocating additional time to SART for the current SART member to discuss at next meeting.*  *SART coordinator will refer to SART Toolkit and connect with national technical assistance providers before the next meeting.* |
| New business | SART members can share anything they would like to discuss with the team.  *Example: Lina shared a new victim feedback survey being used by law enforcement.* |  | *Example: Will discuss survey at a future meeting.* |
| Future meetings | Ask members if there are topics for future meetings they would like to suggest or submit.  Remind members where and when the next meeting will take place. |  |  |