

First PSN Team Meeting Schedule

- Without being fussy, check to see that the gathering space is warm and welcoming. Some things that can help are having a place for everyone you expect to come and a lit candle or flowers.
- As people arrive, unless everyone is already acquainted, have name tags. Be sure to take time for introductions and for each person to say why they're present.
- State the reason for this meeting: to come together to assist _____ during this time of _____. Ask everyone to tell a little about their reason for having come and have someone record this information. Alternatively, ask that they write this down on a piece of paper and collect for the care partner to read later. (Ritual #1)
- Hear from the care partner, if he/she is present.
- Talk about what needs to be done, who can do what, and create some sort of schedule.
- Speak of expectations and set some ground rules. Here are some examples:
 - Be inclusive. Respectfully hear everyone.
 - Try to deal with facts and truth, not rumors or assumptions. Stay honest with offers and feelings.
 - Give a good faith effort at reaching consensus.
 - Stay focused on the goal of being helpful. Stay away from the past or side issues.
 - Maintain confidentiality.
 - Don't exchange money or things of value.
 - Honor your time together in some way.
- List tasks or issues that need to be addressed. Prioritize to pinpoint those that need immediate attention. Focus here first.
- Decide who can/will do what about each immediate item, and by when. Write this down.
- For what remains, brainstorm how the need might be met.
- Schedule the next meeting.
- Congratulate yourselves on what you've done, share treats, say thank you to each other and your care partner.