

# agenda

## first meeting

### 1. welcome

### 2. introductions

Circle members introduce themselves and their relationship with the person.

### 3. overview

Confirm and answer any questions members have about the Circle.

### 4. outlining goal / circle objectives

Outline future and existing goals for the individual. Make the goals clear. Identify any needs for improvement and hurdles that you want to overcome.

### 5. agree on regular meeting times and locations

The preference of the person will be known and put forward. For example: favourite café, home etc.



#### Time limit

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If you run out of time, stop here and continue with the Guiding Principles in the second meeting.

## first meeting (continued) or second meeting

### 6. guiding principles

Discuss the guiding principles with the Circle. Work together to add to or modify the principles to suit the Circle and ensure that everyone agrees with each principle.

### 7. roles and responsibilities

As a group, discuss if the Circle would like to allocate formal responsibilities to determine tasks at the end of each meeting. Remind each member to provide feedback about his or her responsibilities before the next meeting if they find the responsibility to be unrealistic.

### 8. end

Group discusses action items to complete before next meeting.