

Sample Meeting Agendas



This tool was developed by POAH in partnership with Design Impact as part of a larger effort to make housing more trauma-informed. To learn more about POAH's work and see how this exercise might fit into your own organization's efforts to become more trauma-informed, visit POAH's Trauma-Informed Housing Toolkit at traumainformedhousing.poah.org

Purpose

Being trauma-informed is not just an outcome, it's a practice. That's why integrating trauma-informed strategies into your day-to-day work is so important. These sample agendas provide basic activities that can be utilized in your group meetings. Feel free to take the pieces that work and leave the ones that don't.

Tips for Trauma-Informed Practice

- **Abandon the plan if necessary:** Be responsive to the needs and desires of participants. Prioritize the group over the agenda.
- **Practice transparency:** Explain the purpose and plan for the session. Set clear expectations. Articulate what comes next.
- **Offer choice:** Offer participants choice wherever possible, such as meeting time/location, use of camera or chat (virtual) or whether to split into breakouts or remain as a group.
- **Give room:** If difficult feedback or painful emotions arise in the discussion, allow room for expression. Avoid minimizing the experience or proposing solutions that may bypass it.

SETTING THE SPACE:

Safety and trust are built through transparency and consistency. These activities can be integrated into the start of a meeting to help create a safe space for participants to share, collaborate and engage in honest dialogue. Use some or all of these, depending on the setting and purpose.

- **Soft Start.** Allows time for participants to arrive, get settled. Facilitator can play music, share food (if in-person), informally chat with participants.
- **Why We Are Here.** Introduce the purpose of the session and what participants can expect. Keep it brief!
- **Connect and Center.** Invite participants to join in a centering or breathing practice. Check out [Centering Exercises](#) for inspiration.
 - If meeting for the first time, explain why (It's a strategy for taking care of yourself when things get stressful)
- **Zoom / Housekeeping.** Cover basic housekeeping logistics for in-person or Zoom (taking breaks, using chat, restrooms, etc.).
- **Introductions: Who's in the room?**
- **Goals for Session(s).** Explain what we hope to achieve.
- **Today's Agenda.** Brief but detailed look at the meeting agenda.
- **Collective Agreements.** These are commitments that the group makes to promote safety and collaboration. Use the first meeting to define the agreements as a group. Revisit as needed. Check out [Sample Community Agreements](#) for inspiration.

SAMPLE KICK-OFF MEETING(S):

- **Introduce Trauma-Informed Housing.** Provide basic introduction to trauma, it's causes, prevalence and impact, and the trauma-informed housing model. Utilize these POAH tools:
 - [Trauma-Informed Housing Domains](#)
 - [Principles of Trauma-Informed Housing](#)
 - [Introduction to Trauma-Informed Housing Video](#)
 - [Introduction to Trauma-Informed Housing Slide Deck](#)
- **Project Basics.** Provide details about the project purpose, participants, timeline and meeting cadence, if known.
 - What is the project?
 - Who is involved? Why are you involved?
- **Small group / Large group discussion.** Provide opportunity for participants to meet one another and discuss how the material connects with their own experience.
 - How can we connect trauma-informed principles to our work?
 - How are these concepts relevant to us?
 - What opportunities do we already see for change?

- **Practicing Design.** Utilize an activity that models the design process and emphasizes creativity, fun, collaboration, brainstorming. Here's an example:
 - Start with a fun and creative prompt (Design a block party!)
 - Brainstorm ideas
 - Pick 1 idea
 - Mock-up your idea (draw, role play, find an image)
 - Share it back with the group
- **Individual reflection.** Allow time for participants to reflect on their key takeaways.
 - What are 3 things you're taking away from today?
 - What are 2 questions coming up for you?
 - What is 1 area you're excited to work on?

SAMPLE SITE TEAM MEETING:

- **Soft-start.** Allow time for participants to arrive, get settled. Facilitator can play music, share food (if in-person), informally chat with participants.
- **Today's Agenda.** Brief but detailed look at the meeting agenda.
- **Connect and Center.** Invite participants to join in a centering or breathing practice.
- **Partner Check-in.** Send participants into groups of 2-3 with a prompt question(s). For example:
 - The "Community Meeting" Check-in
 - What is your goal for today?
 - How will you accomplish it?
 - Who can support you in your goal?
 - **Team Fieldwork.** Participants share back what they learned from their fieldwork, such as **photovoice** or **interviews**.
- **Presentation.** If entering a new stage in the design process, this is a space for facilitators to present the information or exercise. For example, conducting community-based research, designing an interview guide or introduction to brainstorming.
- **Group Discussion.** Utilize a mix of small and large group discussion with guiding questions. Ask the group to assign a notetaker and someone to report out!
- **Next Steps.** Use this time to cover what comes next, such as next meeting time/location, any fieldwork to complete, teaser about entering the next phase of the project.