



## Sample SAP Team Maintenance Agenda

 DATE:

 TIME:

Timing	Topic	Slides
2-3 MINUTES	<ul style="list-style-type: none"> <li>Agenda/Purpose of Maintenance</li> </ul>	Slides 2-3
20-25 MINUTES	<ul style="list-style-type: none"> <li>SAP Mock Team Meeting Video- <i>optional</i></li> </ul>	Slide 4
5 MINUTES 10-30 MINUTES	<ul style="list-style-type: none"> <li>SAP Team Functioning Survey- <i>optional</i></li> <li>Review Survey Results</li> </ul>	Slide 5
5 MINUTES	<ul style="list-style-type: none"> <li>Overall SAP Team Considerations</li> </ul>	Slide 6-7
45-60 MINUTES OR 60-75 MINUTES	<ul style="list-style-type: none"> <li>Review of Best Practices and Considerations by Phase</li> <li>Action Planning- <i>optional</i></li> </ul>	Slides 8-29 & 36-39 Slides 30-35
5 MINUTES	<ul style="list-style-type: none"> <li>Self-Care</li> </ul>	Slide 40
10 MINUTES	<ul style="list-style-type: none"> <li>Compassion Resilience- <i>optional</i></li> </ul>	Slide 41
20-40 MINUTES	<ul style="list-style-type: none"> <li>Forms Review-<i>optional</i></li> </ul>	Slide 42
10 MINUTES	<ul style="list-style-type: none"> <li>Evaluating Your Process</li> </ul>	Slides 43-45
5-10 MINUTES	<ul style="list-style-type: none"> <li>Prioritize Concerns and Next Steps</li> </ul>	Slides 46