



Sample SAP Team Maintenance Agenda

📅 DATE:

⌚ TIME:

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