



**Weekly Staff Meeting Agenda Using “The Game Plan”**

- I. Shooting and Killing Data Review
- II. Zone Reporting
  - a. Shootings and killings from this week and follow up plan
  - b. Zone inroad discussion: plan to build, maintain, and address inroads
  - c. Zone conflict discussion: current and brewing conflicts
  - d. Zone action steps: immediate, short term, long term
- III. Canvassing and Community Awareness
  - a. Review plan for week/month/quarter to cover entire target area
  - b. Public education: message/creation/delivery/frequency
  - c. Hot spots to be canvassed this week
- IV. Building Community Relationships
  - a. Review of current resources
  - b. Specific resource needs for high risk and follow-up
- V. Community Activities
  - a. Upcoming community activity this month
  - b. Planning for the next quarter of community activities
  - c. Review of past events
- VI. Treatment Team
  - a. Review one or two participants using treatment team form
  - b. Review one or two conflicts mediated by staff using review form
- VII. Documentation
  - a. Participant files
  - b. VI daily logs
  - c. Conflict mediation
- VIII. Participant Activities
  - a. Upcoming participant activity this month
  - b. Planning for the next quarter of participant activities
  - c. Review of past participant activity
- IX. Daily Check In Agenda
  - a. Shootings and killings in the target area from last 24 hours
  - b. Each zone or staff member presents brewing or ongoing conflicts to consider
  - c. Current hot spots and needed changes to canvassing
  - d. Canvassing schedule
  - e. Participant crisis
  - f. Daily assignments