SAMPLE Generic Agenda

NAME OF AGENCY
Home Instruction for Parents of Preschool Youngsters
Address of Agency

HIPPY STAFF MEETING/ TRAINING
AGENDA

Date ____/____/____

- Updates FROM Coordinator
- Review relevant Agency’s PAPERWORK/guidelines/upcoming events
- Other Items for discussion
- Updates from Home Visitors on HIPPY families
- Role Play Week ___ Ages 3, 4, and 5

STAFF

1. Name 1, HIPPY Coordinator
2. Name 2, HIPPY Home Visitor
3. Name 3, HIPPY Home Visitor
4. Name 4, HIPPY Home Visitor
5. Name 5, HIPPY Home Visitor
6. Guest
7. Guest
8. Guest

Signature