

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

Signature

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
