2 How do I make it happen?

Running an AI Team Meeting

	Resources you might use:
Set an agreed start time and ask young people to sign in…	Members Details
● This provides evidence for young people's recorded and accredited outcomes.	
Review last month's programme	Review Sheet Act By Right sheets on evaluation
● Talk about what was good/not so good – wht do they think this is? ● Use members evaluation sheets from QA file if available.	
Split into small groups/pairs to come up with some ideas forthe coming month.	Ideas Sheet Curriculum Poster
Discuss which of these ideas is possible and record on the Activity Sheet.	Activity Sheet
Agree which AI Team member is helping with which Activity.	
Discuss any issues the City AI team member needs to take to the City AI Team meeting, and allow opportunity for feedback from the City AI Team meeting	
Complete the AI Team Meeting Write Up	Meeting Sheet