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Draft Agenda

1. Opening and Welcome (5 minutes)
   1. Leader welcomes all residents and sets the tone for the meeting.
   2. If there are new residents there are introductions
   3. Take attendance of residents, note if any residents have an unexcused absence
   4. Leader ensures that someone is taking notes for the meeting.
2. Icebreaker or Check-In Activity (10 minutes)
3. Engage residents with a brief icebreaker activity or check-in round where everyone shares a brief update on how they're feeling or any successes/challenges they've experienced since the last meeting. An example is sharing the highs and lows of the week - or sharing what they accomplished on their recovery plan.
4. Review of Any Critical Policies and Procedures (10 Minutes)
   1. The home should periodically review policies such as emergency, visitor, communicable disease and others to ensure residents remember them
   2. This time can also be used if a policy was updated
5. House Maintenance and Upkeep (10 minutes)
   1. Discuss any maintenance issues or concerns within the house (e.g., repairs, cleanliness).
   2. Assign responsibilities for addressing maintenance tasks and follow-up on previous tasks assigned.
6. Community Events and Activities (10 minutes)
   1. Share upcoming events, workshops, or activities planned for the recovery home community.
   2. Encourage residents to propose ideas for future events or activities.
7. Recognition and Celebrations (10 minutes)
   1. Acknowledge and celebrate residents' milestones, achievements, or contributions to the community.
8. Closing Remarks and Next Steps (5 minutes)
   1. leader summarizes key points discussed during the meeting.
   2. Remind residents of any action items or commitments made during the meeting.
   3. Announce the date and time of the next house meeting.
   4. Leader follows up with appropriate person about any unexcused absences from the meeting
   5. Leader ensures notes and attendance records are filed.