



Checklist

Project meetings

Project meetings

- Build rapport with the team members prior to addressing matters on the agenda.
- Create a collaborative meeting space by encouraging young people to share their opinions and concerns on all aspects of the project.
- Discuss the progress, risks and concerns of the project with researchers and young people.
- Check in with young people to see if they need more support to complete their allocated tasks.
- Ask young people about their availabilities and whether they have other tasks outside the current project.
- Remind young people involved that if they are struggling to complete the task, they can always contact you or other team members for assistance.

Conversation starters

- What do you think? Do you have any suggestions? We are open to any suggestions and opinions.
- Do you have any concerns about the project or any tasks that has been allocated so far?
- How are you going with your tasks? Do you need any clarification or further support to complete the task?
- What's your availability like at the moment? Please let us know if you have any other priorities and how we can support you to complete the current tasks for the project.