

SFR Secretary Checklist

	Week ____	Week ____	Week ____	Week ____	Week ____	Week ____	Week ____
Date and time of next meeting							
Schedule conference call							
Include conference call dial-in information							
Record minutes:							
Who attended the SFR meeting?							
Who was celebrated?							
Next week's topic							
Who chooses next week's topic reading?							
Positive Outlook List: team goals for the upcoming week							
Reminders							
Email minutes to teammates and SFR counselor							