### ****getting started example****

The first few meetings set the tone of the project and help the team agree on decision-making, ways of working, roles and responsibilities.

Here are some topics and questions you might cover in a kick-off meeting.

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| **A light bulb with a lightbulb  Description automatically generated** | **Tip:** Remind everyone on the team that they have something to offer  and something to learn. To address power differences, ask health workers and researchers to introduce themselves with something about themselves *other than* their degrees or roles. Give everyone the same type of name badge. |

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| start by connecting to people, purpose and place whose Country are we meeting/working on? who are we outside of work? why are we here? what are we each bringing to the team? | | |
| |  |  | | --- | --- | | **A light bulb with a lightbulb  Description automatically generated** | **Tip:** Expect to spend time up-front unpacking the project and context, and talking about language, so everyone can be on the same page. Be ready to schedule extra meetings to make decisions. [See All of Us: Plan questions](https://www.health.nsw.gov.au/patients/experience/all-of-us/Documents/plan-questions.pdf) | | | |
| *****here are some things you might cover in the first meeting or meetings...***** | | |
| roles | | for example:  what roles do we need to deliver and support the work?  which roles do we each play? what strengths do we bring? what do we each want to learn?  what perspectives are missing from our group? who else can help? |
| decision-making | for example:  what decisions have already been made? what can’t we decide together, and why – for example, about research materials, ethics, endorsement of publications?  what decisions need to be made? how will we make decisions? [see consensus decision-making example from Seeds of Change](https://www.seedsforchange.org.uk/shortconsensus#:~:text=By%2520definition%252C%2520in%2520consensus%2520no,solutions%2520that%2520address%2520everyone's%2520needs)  how will we work together? for example, see: [key principles](http://doingresearchtogether.com.au/key-principles/) or [mindsets for co-design](https://www.beyondstickynotes.com/mindsets-for-codesign).  what will we do when people with lived experience and  technical experience don’t agree? | |
| care, support  and safety | for example:  how are we planning for care, support and safety?  what support do researchers and participants have access to – for example debriefing, professional supervision, cultural support?  how will we balance care for ourselves and each other?  what will we do if we don’t follow our shared values/principles?  [see example of exploring safety from All of Us](https://www.health.nsw.gov.au/patients/experience/all-of-us/Pages/tools.aspx) | |
| routines and communication | for example:  when, where and how will we meet as a team? see an example in the tool, “**communicating before a meeting**”  how will we check in across the project? see our resource to support checking in, **“how are we going?”**  who do we need to communicate our work to? how will we do that? | |
| accountability | for example:  how will we stay accountable to people with lived experience  in each phase of the research?  this includes people and wider communities outside your team | |

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