**Sample meeting notice for CDR team meeting**

**(to be posted at least 24 hours before schedule meeting)**

PLEASE TAKE NOTICE that the <name> County Child Death Review Team will hold a meeting on <day of week>, <month, date, year> at <time>, at <location, including address and room number, if any>.

**MEETING AGENDA**

1. Call to order and establishment of a quorum.
2. Open session
   1. <Identify each subject, if any, to be discussed/considered in open session>
   2. Motion to convene to close/d session for the purpose of discussing confidential information related to the unexpected deaths of specific children, pursuant to Wis. Stat. § 19.85(1)(d) (considering strategy for crime detection or prevention); Wis. Stat. § 19.85(1)(f) (considering medical, social or personal histories of specific persons or preliminary consideration of investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or involved in such investigations); Wis. Stat. § 48.981(7) (limiting public disclosure of child-specific information disclosed to child death review team); Wis. Stat § 146.92(2)(b) (restricting redisclosure of medical information contained in records of child protective agency); and Wis. Stat. § 48.396 (limiting disclosure of law enforcement records of children).
3. Closed session
   1. Discussion of information relating to the unexpected deaths of specific children.
   2. Motion to return to open session.
4. Reconvened open session
   1. Motion(s) and vote(s), if any, on any matter discussion during closed session.
   2. Schedule next meeting(s).
5. Adjourn