**Action Items of Meeting**

|  |  |
| --- | --- |
| ***Title***: | Meeting with Team Coach |
| ***Date***: | May 11, 2020 |
| ***Time***: | 9:30 AM |
| ***Location***: | Zoom |

|  |  |
| --- | --- |
| ***Attendees*** | |
| 1. Janice Tian 2. Margot Coulter 3. Mike Hetherington 4. Nazia Khan 5. Paul Dong | 1. Richard Dam 2. Ricky Ye 3. Sally Cheung 4. Shishir Kumar |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Action Items*** | | | | |
| ***S.No.*** | ***Item*** | ***Owner*** | ***Due Date*** | ***Status*** |
| 1 | To plan the first Admin Meeting | Team | 11-May-2020 | Done |
| 2 | To discuss team Skill Inventory in the first Admin Meeting | Team | 12-May-2020 | WIP |
| 3 | To share HPT best practices document | Sally | 11-May-2020 |  |
| 4 | To update the TAD with a norm related to the approach to be adopted in case a team member misses a class | Team | 15-May-2020 |  |
| 5 | To update the norms in TAD to be more specific. Eg: For the norm “We celebrate successes and failures”, need to add how are we going to celebrate it. | Team | 15-May-2020 |  |
| 6 | To add more norms in TAD (the current list is small) | Team | 15-May-2020 |  |
| 7 | To prepare and share the Team Mission statement and Goals with Margot | Team | 11-May-2020 | WIP |
| 8 | To update the TAD with a norm on how to ask for help/get the required help | Team | 15-May-2020 |  |