## First Administrative Meeting Agenda

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|  | **Item** | **Prep required** | **Time (60mins)** | **Who** | **Time and comment** |
| **1.** | **2-minute check-in.** |  | 2min |  | 4:33 |
| **2.** | **Review of agenda.** |  | 3min |  | 4:35 |
| **3.** | **~~Assign Chairs & Scribes for duration of program.~~** | ~~N/A~~ | ~~N/A~~ | ~~N/A~~ |  |
| **4.** | **~~Assign Leads and Seconds for assignments posted on portal.~~** | ~~N/A~~ | ~~N/A~~ | ~~N/A~~ |  |
| **5.** | **Complete and Discuss the Team Inventory.** | Complete Team Inventory if you can? | 10min |  | 5:00 |
| **6.** | **Review and revise MGNs (mission/goal/norms) document per feedback from coach.** |  | 10min |  |  |
| **7.** | **Discuss and decide when and where the team will hold Administrative Meetings.** |  | 5min |  |  |
| **8.** | **Discuss and decide when and where the team will hold Working Sessions – agree to block this time as a placeholder in everyone’s calendar.** |  | 5min |  |  |
| **9.** | **Discuss and decide what technology the team will use for file sharing, as well as a naming standard.** |  | 5min |  |  |
| **10.** | **Discuss and decide what technology the team will use for communication between classes.** |  | 5min |  |  |
| **11.** | **Discuss and resolve any concerns that team members may have personally or in the team.** |  | 5min |  |  |
| **12.** | **Send Chair/Scribe schedule and revised**  **Mission, Goals and Norms to the Team Coach** |  | 5min |  |  |
| **13.** | **Debrief the Chair.** |  | 5min |  |  |
| **14.** | **Debrief the Meeting.** |  | 10min |  |  |

After the Opening Session meeting has been delivered (Action items from that meeting)

**First Admin Meeting Checklist:**