Meeting Date: Time: Facilitator: Note-taker:

Team Members Present: Team Members Absent:

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| **Outcomes For Meeting** | **Meeting Norms:** |
| 1. **Instruction:** 2. **Systems:** 3. **Leadership:** 4. **Culture:** | 1. Start and End on Time 2. Share Agenda Day Before 3. Stick to the Agenda 4. All members must provide input at meeting 5. Positive Attitude 6. Solutions Oriented |

**Meeting Agenda:**

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| **Strategies That Worked** | All Site Team Share: |
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**Meeting Minutes by agenda category:**

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| **Instruction** |  |
| **Systems** |  |
| **Leadership** |  |
| **Culture** |  |

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| **Upcoming Calendar Items:** |
| **Needs from/Questions for Leadership Team:** |