**Agenda DATE**

**Note-taker:**

**Timekeeper:**

**Team Norms**

|  |  |
| --- | --- |
| Interpersonal | Operational |
| * Come prepared and ready to work * Ask questions, clarify expectations, own your own learning * Value different perspectives and listen respectfully before responding with opinions * Engage in conversations so that all opinions are shared * Engage in conversations so that we hear from everyone * Seek solutions with “quality seats” and students in mind | * Begin/end on time * Be respectful of everyone’s time when developing agenda * Agenda should reflect whether an item is for discussion, action, or information * Provide team at least 48 hours to review any pre-work necessary for the meeting to run efficiently * Meeting minutes should summarize action needed, the person(s) responsible and deadlines (if appropriate) * Determine future meeting modality (in-person or virtual) prior to the end of the meeting * Decisions are made (ultimately) by Ildi with input and feedback from team |

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| **Celebrations (5 minutes)- Team** | | | |
| **Housekeeping Items (Time)** | **Responsible** | **Item Type (Information/Discussion/Action)** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Next meeting date |  |  |  |
| **Mission Focus (Time)** | **Responsible** | **Item Type** | **Notes** |
|  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Reflections (5 minutes)- Team** | | | |