

_____ Team Meeting Agenda

Date _____

Four Essential Questions

1. What do we want all kids to learn?
2. How will we know if they have learned it?
3. What will we do if they do not learn it?
4. What will we do if they already know it?

Meeting Norms

1. Have an agenda. Begin with celebrations.
2. Start and end on time. Use our time efficiently.
3. Actively participate—ALL.
4. Listen to all viewpoints—every voice heard.
5. Refrain from sidebar conversations.
6. Have fun while we work.
7. No Wild Goose Chases (WGC's)

Roles:

Facilitator: _____

Reporter/Recorder: _____

Time Keeper: _____

Norms minder: _____

Intended Outcomes:

1. Topic: _____ Time: _____

2. Topic: _____ Time: _____

3. Topic: _____ Time: _____

4. Topic: _____ Time: _____