

## TEAM MEETING AGENDA TEMPLATE

	DATE	TIME	LOCATION	Agreed protocols:
Today's meeting				
Next meeting				
Present:				

Planned agenda items	Designated time	Discussion/Decision/Task (if applicable)	Who?	By when?
Additional items	Designated time	Discussion/Decision/Task (if applicable)	Who?	By when?

POTENTIAL ISSUES RAISED DURING DISCUSSION	
1	
2	
3	

EVALUATING THE IMPACT OF TEAM MEETINGS			
	Yes	So-so	No
Was today's meeting a good use of our time?			
In general, did we do a good job of <b>tracking</b> whether we're completing the tasks we agreed on at previous meetings?			
In general, have we done a good job of <b>completing</b> the tasks we agreed on at previous meetings?			
In general, are the completed tasks having the <b>desired effects</b> on student behaviour?			
<p><b>If some of our ratings are 'So-so' or 'No', what can we do to improve things?</b></p> <hr/> <hr/> <hr/> <hr/> <hr/>			