**REPRODUCIBLE**

Team Meeting Agenda Template

Successful teams build routines into their meeting agendas that help members stay on track with their work, that provide structure to their collaborative conversations, and that facilitate the development of work products. Use this template with your team to set a meeting agenda.

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| **Meeting Element** | **Notes** |
| 1. **Focus it (the first three to five minutes):** Review the meeting focus and desired result. Provide a brief description of the process. Answer the following:    * What do we plan to accomplish today?    * What will we walk away having reached or created (for example, decisions, products, or a plan of action)?    * What process will we be using (for example, brain- storming, examining the protocol for reviewing student work, or identifying assessment items)? | Meeting focus: |
| 1. **Do it (most of the meeting):** Implement the following actions.    * The facilitator guides the team through the process.    * The recorder takes notes on key decisions or products made.    * The timekeeper helps monitor the progress of the team during the allotted time. | Notes: |
| 1. **Review it (the last five minutes):** Discuss what the team has accomplished and determine next steps and assignments (time will vary). Do the following:    * Collaboratively establish the next agenda.    * Reflect on norms as appropriate. | Action steps and the responsible team member:  Date of the next meeting:  Agenda for the next meeting:  Data or information to bring to the next meeting:  Reflection on norms:  Questions for an administrator: |