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| **Meeting Agenda** | | |
| **Date:** | **Time:** | **School:** |
| **Type of Meeting:** | | |
| **Convener:** | | |
| **Facilitator:** | | |
| **Note Taker:** | | |
| **Supplemental Material:** | | |
| **Attendees:** | | |
| **Intended Meeting Results:** | | |

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| **Time** | **Topic** | | |
| **10 min.** | **Welcome and Introductions**  *Facilitator:* | | |
| **45 min.** | **Successes and Challenges**  *Resource:*  *Facilitator:* | | |
| **30 min.** | **Time Period**  *Facilitator:*   * Discuss the projected school priorities and any anticipated changes in school * Schedule/staffing and any corresponding budget adjustments * Decide on projected interventions and strategic community partnerships | | |
| **5 min.** | **Action Commitments and Next Steps**  *Facilitator:* | | |
| **Action Commitments from Meeting** | | **Person Responsible** | **Deadline** |
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\**A 3R agenda is centered on results, resources and relationships. These component pieces help groups have effective meetings.*