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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.*