**Action Team Agenda**

Name of Action Team-

Members of Action Team-

Tasks:

* Choose a Team Leader, Secretary, and Time Keeper

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| Title and Role Description  Leader(s): (enter name)   * Creates agenda * Sends agenda to team and Lighthouse Contact 1-2 days prior to scheduled meetings * Leads meetings-meetings should be focused on action items that were to be completed in previous meetings and deciding on new action items * Responsible for ensuring someone attends Lighthouse Meetings each month |
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| Secretary: (enter name)   * Completes sign in sheet * Turns in a copy of sign in sheet to Amanda Repper (can place in mailbox) * Maintains team notebook including rubric, evidence of meeting rubric, sign in sheets, meeting notes, team action plan, and team calendar. * Takes meeting notes. Always writes down action items, who is responsible for completing, and expected date of completion. Email notes to team and Lighthouse Contact within 1 week of meeting. |
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| Time Keeper: (enter name)   * Begins meetings at scheduled time * Gives 10-minute warning before end of meeting time * Ends meetings at scheduled time. Remind the group of the next scheduled meeting. * Can also manage the time of agenda items to be sure too much time isn’t spent on one item |

* Go over key tasks (refer to Action Teams document), list big projects the group wants to accomplish next year, and when it will be completed.

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* Is there anything the team needs to do to be prepared for the beginning of the 2020-2021 school year? List these action items, who will be responsible, and when action items need to be completed.

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* Email a copy of this completed agenda to Amanda Repper and save for your team notebook.