**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 DescriptionLeader(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
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* 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.