

# SAMPLE TEAM MEETING

## **Update on and introduction of team members**

- Work team members flow in and out of the larger team

## **Reports from those who had between meeting assignments**

- Based on the one content arena or specific strategy that came out of previous meeting

## **Current topic for discussion and planning**

- Add additional items from content arenas as the need arises

## **Decision regarding between meeting assignments**

- Make decisions clear and make sure they are communicated

## **Ideas for next agenda**

- What's a priority?
- Example: Is it time to work on crisis prevention since it's the beginning of the school year?
- Example: Is it time to think about the transition activities since pre registration or the next school year had begun?