

Meeting Agenda/Notes

Meeting Date and Time: (one-hour timeframe)

In Attendance:

Announcements / Celebrations: (other than partnership projects – five minutes)

Goals Summary Review:

Recent projects completed: (celebrate project success, partner support – volunteers and resources given, evaluate – changes needed for next time)

Goal:

Projects:

Upcoming projects to be finalized: (discussed at last meeting but plans need to be finalized)

Goal:

Projects:

Identify new projects based on principal's goals: (purpose, date/time, project owner, partner support – volunteers and resources needed/deadlines)

Goal:

Projects:

Goal:

Projects:

Other Business: (upcoming district, school, or organization events – five minutes)

Next meeting date and time: (have School Liaison send out a meeting invite to the partners)