



## **(Name of School) Meeting Notes**

**Meeting Date and Time: (one-hour timeframe)**

**In Attendance:**

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

**Review Goals Summary:**

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

**Goal:**

**Project:**

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

**Goal:**

**Project:**

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

**Goal 1:**

**Projects:**

**Goal 2:**

**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)**