

State Leadership Team Meeting Planning and Evaluation Package

Includes:

Team Meeting Agenda
Team Meeting Role Sign-up Sheet
Team Action Planning Form
Team Meeting Evaluation

Team Meeting Agenda

Date:
Time:
Place:

Vision:

Mission:

Meeting Objectives:

Present:

Meeting Roles:

- Facilitator:
- Note Taker:
- Timekeeper:
- Snacks:
- Host/Buddy:

Next meeting date, time, place:

Agenda

Time	Agenda Item	Activity / Discussion / Decisions to be made	Decisions; Follow-up (who, what)

Team Meeting Role Sign-up Sheet

Meeting Date	Host/ Buddy for Absent Members	Facilitator	Snacks	Timekeeper	Note taker

Team Roles: **Facilitator** = Lead team meetings in a way that is perceived to be fair, helps the team stay focused, make shared decisions and supports the building of relationships needed for effective work; **Note taker**= Records decisions for team and disseminate to team; each member will take their own notes; sends to team no later than 2 days prior to the next meeting; **Timekeeper** = Keeps track of time allotments on agenda and reminds team of time remaining for each agenda item so that the team can complete items in a timely manner OR adjust agenda as needed; **Snacks**=provides coffee, tea, and light snacks; **Host/Buddy**=Welcomes guests, explains expectations, seating, provides handouts and answers questions; makes sure absent members are brought up to date.

Team Action Planning Form

Date _____

Objective _____

Team/Work Group Members _____

Strategy/Action	Who	Resources Needed	Timeline	Outcome/Status/Date Completed

Team Meeting Evaluation

Date:

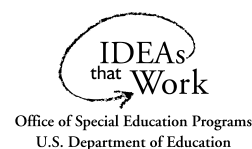
Meeting Objectives: _____

Please answer the following questions... _____

	<u>Low</u>	<u>High</u>			
Degree to which the meeting objectives were achieved	1	2	3	4	5
Facilitation of the meeting was	1	2	3	4	5
I would rate my own contributions to the meeting as	1	2	3	4	5
Degree to which I think this meeting contributed toward achieving our purpose	1	2	3	4	5

Comments _____

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This document can be found at:
<http://ectacenter.org/sig>

