

Appendix H-2. Meeting Template

The following meeting agenda and minute templates are used by the Virginia Early Childhood Priority Project (ECP). A yearly schedule of meetings and rotating role assignments is prepared for members. In addition to pre-identified agenda items, members brainstorm additional items that need to be addressed and estimate the amount of time required to complete each item. The members always begin with celebrations (personal and professional) and announcements and often revisit their effectiveness as a team as part of the closure¹.

Meeting Agenda
Date

Facilitator: assign

Recorder: assign

Timekeeper: assign

Item or Issue	Action	Time	Person Responsible
Celebrations			
Announcements			
Review past meeting notes, process observations			
Item			
Meeting Debrief or “check out”			
<i>Prioritize Issues</i>			
Total Amount of Time Needed:			

¹ Reprinted with permission of the ECP.

Team Meeting Notes

Location: _____

Time: _____

Date: _____

Team members present:

Via phone:

Who will give handouts to and update each absent team member? _____

Team roles: (the specific roles used may vary by team needs; roles are rotated among members)

Facilitator _____

Co-facilitator _____

Timekeeper _____

Encourager _____

Recorder _____

Process observer (for fishbowl)

Other _____

Celebrations: (whip activity)

Announcements:

Review of past meeting minutes, process observations: (Record responses, comments, corrections.)

Current agenda items: (List here.)

Carryover items and other agenda items for next meeting:

_____	_____
_____	_____
_____	_____

Next meeting: Location: _____ Time: _____ Date: _____

Agenda item:

Discussion:

Task:

Persons responsible:

When needed: