**Healthy School Team Meeting Agenda**

**School:**

**Date:**

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| **Members Present:** |  |  |
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| **Members not in attendance:** |  |  |
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**Facilitator:**

**Time Keeper:**

**Recorder:**

**Team Goals** – *Create a brief meeting goal related to student health and wellness with your Healthy School Team Members to determine the focus of the meeting.*

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| **What** | **Process/Guiding Questions** | **Time** |
| **Opening**  **Introductions Announcements** | *Review the meeting norms and provide quick objectives for the meeting.* |  |
| **Business** | *List out each topic that must be discussed, who will be leading the topic, and how long it will take to cover the topic.*  *Examples:*   * Fill in Component Tracker * Update In-Kind Donations Sheet (Share on One Note for team to update throughout the year) * Action Items from last meeting * Review Action Plan for next steps * Start implementation of Goal 1 in Action Plan |  |
| **Process Check/**  **Wrap Up** | *Summarize your action items, set a date for your next meeting and evaluate how this meeting went or what needs to improve.*   * Next Meeting Date: * Meeting evaluation   + What went well?   + What do we need to improve upon for next time? |  |
| **Action Items** | *List out Action Items and put the person’s name responsible for the action item next to each.* |  |
| **Support Needed** | *Determine support needed to implement Action Items successfully.* |  |

**Due to Andrew Martin by Oct 7th, March 10th, and May 12th** [**Andrew.martin@gmsdk12.org**](mailto:Andrew.martin@gmsdk12.org)