

Materials to bring to meeting: _____

Recorder: _____

Members Present		
1.	5.	9.
2.	6.	10.
3.	7.	11.
4.	8.	12.

Start Time:

End Time:

Meeting Norms:

SMART Goal for the year: By the end of the year...

Action Items	Who?	Est. Time	Minutes/Notes
Reflection/Results: 1. Share evidence of how the strategy helped address the SMART goal.			
Our Challenge: What are areas of improvement?			
Evaluation Method: How will we know that our plan is working?			
Intervention: How/when will we respond if our plan isn't working?			
Enrichment: How will we respond if we meet/exceed our goal?			
Open Agenda: (if time permits)			
Things to do before our next meeting:			