**LOGO**

***School/ District mission statement***

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| --- | --- |
| **Meeting:**  |  **School / District**  |
| **Date:**  |  | **Time** |  | **Location:**  |  |
| **Meeting Lead:** |  |
| **Meeting Participants:** |  **MLT Roles:*** Facilitator:
* Timekeeper:
* Notetaker:
* Action Wrangler:

|  |  |
| --- | --- |
| https://lh4.googleusercontent.com/riOqxhr3i9bAIPm5oeuGOuQBayA88KOXfkfMnjgxi7gxAu4BQoMr8i1KSID1a0cOJHZYK4TA1exRjAZACP7XlH5E-s5uxAmlXUMjnrJYxYC8_QYzT2LV7lyAWZnUap5l5KcJtK0S | https://lh6.googleusercontent.com/tGQ4Ei7glrKL4e84uQ0wBPSbXavNUc8Y7u91GKkdUTiipxIx4_msa_o8zUQWZcEJnjN9r4EWwMn-S6rBMUvB481CYolpci0ereuzD0jdpb2WymUp602o5KnfDE8cVE2Dm_fXqccG |
| https://lh6.googleusercontent.com/k7ZpPzVpVf0Xvy59LECvW8xyXTJisPDrT-1pM81EsdM1jA0X1g0gyKa8Ej5WYmHt4wrlseFb6M_KDW24MMLyFSY8-ingvuTA5McDlBxlYnxXffriZXc2oJM5GuClyPuFYGxbihDA | https://lh5.googleusercontent.com/tG8it5txFJY9VmFNveZewE1FWcR_ZRwRf-gq8LpZHS-fViXUQ-KH3x_p9DLj4EXs6_YKipj5kluimZijoVltr0kDzzHBx8t3ahQy_7S0Jxr96d_65e86T4j9IWOpqOfGIRsiTFXq |
| https://lh4.googleusercontent.com/zULC6otNUjdWl4BI35gaRBDxdAdI0wxdDa7o_J4QaNAzC-Sjr7ITb1hy-zw5KAdqjSJu2SSehWFBnhTJOJso9lBLwLwD0rS-Q6GDeZYzTOlLU3KoZn7clqB97uyr6ietN6lMd9QE  |  |

Team Members  |
| **Meeting Objectives:** |  |
| **Meeting Norms** |  |

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| **Time** | **Agenda Item** | **Resources** | **Notes** *(be sure to include communication to those not at the meeting who need to know the results)* | **Actionable Steps****(Who will do what, by when)** |
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|  |  |  |  |  |
| **Next Meeting Date:**  |  |  | **Time:** |  | **Location:**  | **Board Room** |
|  |  |  |  |  |
| **Evaluate the Meeting Fist to 5:( 0- being not well spent, 5 being time well spent)** |  | **How can we improve at the next meeting?** |
| Score: | Notes: |  |