

Team Agenda Template

While there is no one way to create an agenda for a team meeting, the most successful agendas include topics to be discussed, decisions to be made, actions to be taken, and reasons for celebration. Some agendas also include short reflection surveys designed to collect information about team meeting processes. The following is a sample agenda that your learning team might find valuable.

Date of Meeting: _____ **Start Time:** _____ **End Time:** _____

Members Present: _____

| | | |
|---|--|--|
| <p>Topics to Be Discussed: Effective teams limit the focus of their meetings, resisting the temptation to tackle too many topics at once. As a result, we will focus our next meeting on the following three topics.</p> | | |
| <p>Topic 1: _____</p> | <p>Topic 2: _____</p> | <p>Topic 3: _____</p> |
| <p>How does this topic connect to our school's mission and vision?</p> | <p>How does this topic connect to our school's mission and vision?</p> | <p>How does this topic connect to our school's mission and vision?</p> |
| <p>Where do we currently stand?</p> | <p>Where do we currently stand?</p> | <p>Where do we currently stand?</p> |
| <p>What do we need to do to move forward?</p> | <p>What do we need to do to move forward?</p> | <p>What do we need to do to move forward?</p> |

| | | |
|--|--|--|
| Who is responsible for leading this effort? | Who is responsible for leading this effort? | Who is responsible for leading this effort? |
| When will this work be finished? | When will this work be finished? | When will this work be finished? |
| <p>Reasons for Celebration: Remaining motivated by collective work means that we must find reasons to celebrate the actions that we've taken together as a team. For each topic that we talk about in a learning team meeting, we will find one reason to celebrate our work.</p> | | |
| Reason 1: _____ | Reason 1: _____ | Reason 1: _____ |
| How did this action help us to meet our school's mission and vision? | How did this action help us to meet our school's mission and vision? | How did this action help us to meet our school's mission and vision? |
| What evidence do we have to prove that our work made a difference? | What evidence do we have to prove that our work made a difference? | What evidence do we have to prove that our work made a difference? |

| | | |
|---|---|---|
| How can we share the results of our work beyond our team? | How can we share the results of our work beyond our team? | How can we share the results of our work beyond our team? |
| Who deserves extra recognition for their efforts on this project? | Who deserves extra recognition for their efforts on this project? | Who deserves extra recognition for their efforts on this project? |

To monitor the effectiveness of our meeting practices, please complete the following short survey and leave your responses with our meeting facilitator.

1 = Disagree, 2 = Neutral, 3 = Agree

| | | | |
|--|---|---|---|
| Our meeting remained focused. | 1 | 2 | 3 |
| I know what action steps our team is taking next as a result of today's meeting. | 1 | 2 | 3 |
| Today's meeting was a valuable use of my time. | 1 | 2 | 3 |
| Please add suggestions for improving our work in any indicator that you scored with a 1. | | | |