**Action Team Meeting 1 Notes:**

Below are a few things to focus on during the first few weeks.

1. Ensure that leaders have assigned a **minute-keeper** & that those minutes are being sent to the entire team, principal, internal coordinator, and external facilitator.

2. **Meeting 1:** This meeting is split into 2 parts...part 1 should be facilitated by the principal and internal coordinator and all action teams are together; during part 2 teams meet individually to focus on their tactic. Teams will develop a list of what the tactic is and what the tactic is not. *Suggestion: Ask planning team members to take a look and give feedback on this.* Also, at this meeting teams will discuss when (dates & times) & location of where they will be meeting. **Please email this information out to all members, internal & external facilitator & principal.**

3. **Meeting 2:** Hopes & Dreams~ I encourage Action Teams to post their "hopes & dreams" poster out for all stakeholders of the school to see & add to. *Please see the attached sample. This promotes buy-in from staff, parents, students, & community.*

4. **Meeting 3:** Research Questions~ Teams should come up with 3 –4 research questions. (one per person or pair of people) A question that comes up often is "What does *Implications for the site* mean?" This is one section of the research report form. When researching, the members will bullet specific finding that they see useful at the site. It is the "Ah-Has!" of the research!

5. **Meeting 4:** This meeting is just for reporting out on research. The minute keeper should take notes of key points made in the research. *these minutes will be useful when preparing for the day 3 presentation.

**Important:** You will need to be trained on meetings 5 – 8. Please work with all leaders to come up with a date & time prior to meeting 5. The meeting usually takes about 1.5 hours, but it depends on the number of questions that come up.