**Action Team Meeting 2 Notes:**

Here are some heads-ups & reminders for meeting #2

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

**Meeting 2:**

- **Action Leader to-dos before the meeting:**
  - Go to [www.sanjuan.edu/actionteams](http://www.sanjuan.edu/actionteams) (password: 45678)
    - Download the **Meeting 2 Powerpoint**: type your tactic into slide 3
    - Listen to the **Audio tips for leaders- Week 2**
    - Read the **Communication Option**
  - **Meeting 2 Notes**: *suggestion*: read the presenter notes on the ppt before the meeting...
    - You will start by reviewing a bit of last week’s work.
    - You will consolidate your homework (T-charts) into one chart for the entire group.
    - The next few slides are just FYIs...you are not researching until Meeting 3, but the information here will help focus the last piece of this meeting.
    - You will make a poster of “Hopes & Dreams”...in an ideal world, without limitations, what would you see as a result of this tactic?
    - Homework: Write 3 – 5 topics you would need to research if you were to design a plan to reach the vision you have for this tactic. (Hopes & Dreams) *This is just brainstorming what you will need to research...you are not researching yet.*

- **After the meeting**
  - 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 sample on the meeting #2 website: **Communication Option**. This promotes buy-in from staff, parents, students, & community. It is very important that planning team members give feedback here...is this what they intended when they wrote the tactic?*
  - Email to members, IC, principal, & external facilitator
    - Minutes
    - Consolidated T-chart
    - Hopes & Dreams: **Option**: since this is on a poster, take a picture of it & email it out. **OR** include it on the minutes.

**Important:** Set up a training date for meetings 5 – 8 ASAP.