Hello Internal Coordinators!
Your Planning Team Day 3 is quickly approaching so I wanted to provide a few reminders & “heads up” for the day.

**Information for you:**
- Please review pages 13 – 17 in the Principal & Internal Coordinator Guide
- We will be using break-out groups again. They can be the same as last time if those teams worked well.
  - However: When we break into groups, planning team members that worked on an Action Team CANNOT be in the group evaluating their tactic.
- You will need to bring a **flashdrive** with the following loaded onto it.
  - ALL plans from each action team
  - ALL Power-point presentations from Action Team presenters (see below)
  - Draft Trifold brochure
- You will be taking notes on decisions and recommended changes to the action plans so you will need either a hard copy “official copy” of the action plans OR you can type directly into the plans that are given to you.
  - *You may need to justify changes to the Action Team members, so be sure to take notes on reasons that plans were not accepted, plans were modified, etc.
- Suggestion: The Action Teams worked really hard on these plans...many meetings and intense conversations. The leaders head it up and ensured that it followed through to the end. Anything that you & the planning team could do to acknowledge them on the presentation day would be a nice gesture. (thank you cards, little gift cards...something that says "your work and time commitment didn't go unnoticed!")
- Please make sure there is a copy of the draft trifold for each Planning team member.

**Information to tell your Action Team leaders/presenters**
- To help prepare you for your presentation, a power-point template is provided on week 8 of the action team page. (You do not need to use this template, but it is provided as a resource.)
  - [www.sanjuan.edu/actionteams](http://www.sanjuan.edu/actionteams) Password: 45678
- You will be given about 15 minutes to present & 15 minutes to respond to clarifying questions. Work with your internal coordinator to know the time frame that you will be out of your classroom. (It will not be all day.)
- Planning Team members will have all of your plans, SO you do not need to write them on the power point or read them. Highlight the important pieces of your research & plans. *Use the presentation guidelines on the week 8 resource page.
- The internal coordinator needs the electronic version of your presentation prior to the day 3 meeting. We will be using one computer...not setting up a different one for every presentation.
- You cannot be guaranteed to have internet access.
- You will be making your presentation and then returning to school. Your internal coordinator will work this out with roving subs provided. Please arrive at the location 10-15 minutes ahead of your scheduled time.

**Information to tell your Planning Team members:**
• Location
• Times: 8 – 4:30 with lunch provided
• Please be sure to read through the Action Plans prior to the meeting. You can write and/or highlight on the plans provided to you. I encourage you to prepare potential questions that you may have about the plans, highlight parts of the plans that you need clarification on, etc, etc. Presenters will only be given 30 minutes total for their presentation and questions.
• It’s a long day, please dress comfortably!