

# Meeting Templates

Includes:

Team Meeting Agenda/Summary

Team Meeting Role Sign-up Sheet Team Action Planning Form

Team Meeting Evaluation

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**This document can be found at:** [**http://ectacenter.org/sig**](http://ectacenter.org/sig)

**Team Meeting Agenda**

## Date: Time: Place:

**Vision:**

**Mission:**

**Meeting Objectives:**

**Present:**

**Meeting Roles:**

* Facilitator:
* Note Taker:
* Timekeeper:
* Snacks:
* Host/Buddy:
* Chat Monitor
* Parking Lot

## Next meeting date, time, place:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Agenda Item** | **Discussion / Decisions to be made/ Activities to ensure all voices** | **Meeting Summary:**  **Decisions; Follow-up**  **(who, what, when)** |
|  |  |  | Recording: |
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|  | **Meeting Evaluation** |  |  |

# Team Meeting Role Sign-up Sheet

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Date** | **Host/ Buddy for Absent Members** | **Facilitator** | **Snacks** | **Timekeeper** | **Note taker** | **Chat Monitor** | **Parking**  **Lot** |
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**Team Roles: Facilitator =** Lead team meetings in a way that is perceived to be fair, helps the team stay focused, make shared decisions and supports the building of relationships needed for effective work; **Note taker=** Records decisions for team and disseminate to team; each member will take their own notes; sends to team no later than 2 days prior to the next meeting; **Timekeeper =** Keeps track of time allotments on agenda and reminds team of time remaining for each agenda item so that the team can complete items in a timely manner OR adjust agenda as needed; **Snacks=**provides coffee, tea, and light snacks; **Host/Buddy=**Welcomes guests, explains expectations, seating, provides handouts and answers questions**;** makes sure absent members are brought up to date; **Chat Monitor=**watches for new comments/questions in the chat box from off site participants and shares with the group; **Parking Lot Monitor=**makes sure that off-topic items that the group wants to come back to at some point in the future get recorded

# Team Action Planning Form

## Date

**Objective Team/Work Group Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategy/Action** | **Who** | **Resources Needed** | **Timeline** | **Outcome/Status/Date Completed** |
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**Team Meeting Evaluation**

**Date:**

**Meeting Objectives:**

**Please answer the following questions…**

**Low High**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree to which the meeting objectives were achieved | 1 | 2 | 3 | 4 | 5 |
| Facilitation of the meeting was | 1 | 2 | 3 | 4 | 5 |
| I would rate my own contributions to the meeting as | 1 | 2 | 3 | 4 | 5 |
| Degree to which I think this meeting contributed toward achieving our purpose | 1 | 2 | 3 | 4 | 5 |

**Comments**