

# Faculty Meeting Agenda

## Faculty Meeting Agenda

**School Name Here:**

**Meeting Location Here:**

**Date:**

**Time:**

**Assigned Roles**

**Facilitator:** *(add team member name)*

**Timekeeper:** *(add team member name)*

**Note Taker:** *(add team member name)*

**Process Observer:** *(add team member name)*

Time	Person Responsible	Agenda Item	Minutes (Summary of Key Points)
10 minutes	Principal	<b>Meeting Purpose:</b> To provide a review of the A-team's conclusions from mapping the instructional system	
20 minutes	Faculty	<b>Four Stages, Part A:</b> Group the faculty by the four stages of the instructional system; each group reviews A-team conclusions and confirms or changes rating and adds notes.	

Time	Person Responsible	Agenda Item	Minutes (Summary of Key Points)
10 minutes	Faculty	<b>Four Stages, Part B:</b> Each group summarizes stage notes at their table.	
15 minutes	Faculty	<b>Table Share:</b> Each group shares its notes on the stage it reviewed.	
5 minutes	Process Observer	<b>Report:</b> Process observer shares observations of meeting proceedings.	