

Collaboration Meeting

04 SEPTEMBER 20XX / 8:05 AM / TEACHERS’ CENTER

# Attendees

List the names of all participants. Administration will also provide an official sign-in sheet that must be completed by all attendees.

# Meeting Objective

Briefly state the objective of your collaboration, using active verbs and measurable outcomes, whenever possible. This statement will match the objective listed on your Collaboration Request form.

*For Example:*

*During this collaboration meeting, team members will determine common practices for writing portfolios, develop student materials for implementing writing portfolios, and establish a common, standards-based scoring rubric for evaluating students’ academic writing proficiency via portfolios.*

# Agenda

## Last Meeting Follow-up

1. Delete this section or add agenda items, as needed. Press enter to add more items.

## New Business

1. Add specific agenda items to this section. These agenda items should logically connect to our Sitewide Instructional Focus, your Department Instructional Commitments, and your stated meeting objective.
2. Press enter to add more items.

# Notes

* Use this section to complete minutes for your collaboration meeting.
* Use enter to add more items.
  + Use tab to add subsections
* Once your minutes are complete, return to your original Collaboration Request form and edit your submission. Then upload this completed document in the section of the form entitled Post-Collaboration. Meeting minutes should be uploaded within three days of your completed meeting.

# Action Items

1. This section should correspond with the accountability question on your Collaboration Request form.
2. Press enter to add more items.

# Next Meeting Agenda

Delete this section or record agenda items for meetings, as needed. Alternatively, this section can be customized to suit the needs of your collaboration team. Click on the section heading to change it to a title of your own choosing.