

Meeting Minutes

Date:

Attending:

Key words	Time Allotted
Provide update, inform, Connections, Reflections, data share	5 mins
Review, Explain, Discuss	15 mins
Plan, Discuss and plan actions, generate ideas (reserved for special meeting topics)	30 mins

Roles:

- Facilitator (moves discussion along):
- Time Keeper (provides 2 min and 1 min warning):
- Notes (documents discussion points):
- Taskmaster (documents tasks assigned):
- Rudder Keeper (keeps discussion on point):

Topic	Discussion	Tasks / Person (s) Responsible	Due Date
Connections (5 min)			
Review tasks from last meeting (15 min)			
Grade 4 CICO data share (5 mins)			
Suggestions for Grade 4 (5 mins)	What:	Who:	
Plan for next meeting	Date: Agenda: 1. Grade 1&2 CICO		
Dates to remember			