

Keystone Leadership Opportunity Agenda

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|--|----------------------------|------------------------|
| Committee Name: | Members: | |
| <p style="text-align: center;">Planning</p> <p>What will this committee accomplish this school year (goal)?</p> <p>How many anticipated meetings will be needed to accomplish goal(s)?</p> <p>Were calendar invites sent to group members and Robyn? Yes or No</p> | | |
| Identified Tasks | Who is responsible? | When is it due? |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| <p>Meeting Date #1:</p> <p>Progress Report:</p> <p>Are there any additional tasks that have been identified?</p> <p>If yes, what specific action needs to be completed (by who/when)?</p> | | |

Meeting Date #2:

Progress Report:

Are there any additional tasks that have been identified?

If yes, what specific action needs to be completed (by who/when)?

Meeting Date #3:

Progress Report:

Are there any additional tasks that have been identified?

If yes, what specific action needs to be completed (by who/when)?

Questions for Principal/Deans: