



**4 Critical Questions:**

1. What do we want all families to do/attain?
2. How will we know all families have attained or met goals?
3. How will we respond for families who have not met goals?
4. How will we respond when a family has met goals?

Meeting Time: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Team Leader/Facilitator: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Title/Purpose of Meeting: \_\_\_\_\_

**Norms/Commitments:**

- 1.
- 2.
- 3.
- 4.
- 5.

Signal/Norm check: \_\_\_\_\_

**Roles and Responsibilities (first and last name):**

Norms keeper: \_\_\_\_\_

Time keeper: \_\_\_\_\_

Scribe (notes): \_\_\_\_\_

Goal(s): \_\_\_\_\_

Outcomes (What will be used to measure outcomes?): \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

Next Team Meeting Agenda: \_\_\_\_\_

What do we need for our next meeting (materials, data, more time): \_\_\_\_\_