

-Lewis County C-1 Schools-

“Educate to Illuminate”

Norms

1. Be an active participant
2. Begin and end on time
3. Be respectful
4. Follow agenda
5. Productive Discussion

Roles

1. Facilitator-
2. Recorder-
3. Time keeper-
4. Focus monitor -

Location:

Date:

Group Name:

Meeting Attendees: _____

Purpose of Meeting:

Agenda

Time/Agenda Items:

Agenda Items for next meeting:

-

Preparation for next meeting:

Who-

What-

When-

Parking Lot Items:

Meeting Notes: _____
