## **Notes for Our Teams**

- Each team has its own page linked above under "Our Individual Team Pages."
- 2. As you meet, please record your meeting notes within the form that appears on your individual team page. You will be able to note whether your meeting is a regular meeting, a data meeting, or a tuning protocol. The various types of meetings are described on the individual team pages.
- 3. At the end of the Weekly Meeting Log form, there is a section to record the agenda for your next meeting. There is a link on your individual team's page that will allow you to view your Weekly Meeting Logs (and, therefore, your agendas) after they have been submitted.
- 4. Please be sure to complete one data cycle per quarter.
- As you work within this website, please share any problems or suggestions with the Leadership Team.
- You may also request that your individual team page be updated with information specific to your team, such as your team's specific norms.

## **Team Meeting Schedule**

