



# School Health Team Meeting Agenda

**Date:** \_\_\_\_\_

**Members Present:** \_\_\_\_\_

**Not In Attendance:** \_\_\_\_\_

**Facilitator:** \_\_\_\_\_

**Time Keeper:** \_\_\_\_\_

**Recorder:** \_\_\_\_\_

**Meeting Norms** – *Creating guidelines/rules with your Wellness Team Members to determine how the meeting should run For example, be positive and professional, be present, silence technology.*

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| What                             | Process/Guiding Questions  | Time |
|----------------------------------|--|------|
| <b>Opening and Announcements</b> | <p><i>Review the meeting norms and provide quick objectives for the meeting. Recommend keeping between 3-5 objectives for each meeting.</i></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>   |      |
| <b>Business</b>                  | <p><i>List out each topic that must be discussed, who will be leading the topic, and how long it will take to cover the topic.</i></p> <ul style="list-style-type: none"> <li>• Review Action Items from last meeting</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> |      |

|                                      |  |  |
|--------------------------------------|--|--|
| <p><b>Process Check/ Wrap Up</b></p> | <p><i>Summarize your action items, set a date for your next meeting and evaluate how this meeting went or what needs to improve.</i></p> <p>Meeting Evaluation</p> <ul style="list-style-type: none"> <li>• What went well?             <ul style="list-style-type: none"> <li>○</li> <li>○</li> <li>○</li> </ul> </li> <li>• What do we need to improve upon for next time?             <ul style="list-style-type: none"> <li>○</li> <li>○</li> <li>○</li> </ul> </li> </ul> |  |
| <p><b>Action Items</b></p>           | <p><i>List out Action Items and put the person's name responsible for the action item next to each.</i></p>  |  |

# ACTION FOR HEALTHY KIDS

Notes: