

McGraw School Team: Minutes

Team: Team Leader: Facilitator	
Meeting Date:	
Members Present:	
Absent:	
Agenda:	
Minutes:	
Action Items/Feedback Solicited:	
Consensus/Decisions Made:	
Next Meeting Agenda:	
Next Meeting Date:	

**McGraw School District
Shared Decision Making Teams
Team Overview**

Team:	
Team Leader:	
Advisory or Decision:	
Purpose, Time, Membership (Complete at start of team's work)	
Purpose:	Task Dates: Start: Finish:
Objectives:	Team Members:
<u>Task Evaluation</u> (Complete when task is accomplished or periodically for ongoing teams)	
Purpose: Was the defined task accomplished? Were the objectives met?	
Participation: Were all affected parties represented? Was participation balanced?	
Decision Making: Were effective practices used? Did the team reach consensus?	
Communication: Has the team followed communication guidelines—minutes, meeting notification, communication with constituents and other groups?	

Date Revised: