[Your Company Email] | [Your Company Website] | [Your Company Number]

Teacher Team Meeting Agenda

I. Meeting Details

- Date: August 11, 2057
- Time: 8:30 AM 11:30 AM
- Location: Room 201, [YOUR COMPANY NAME]
- · Facilitator: [YOUR NAME]

Attendees:

- Yvonne Washington, Curriculum Coordinator
- · Noel Morrison, Assessment Coordinator
- Stella Peterson, Professional Development Coordinator
- Ralph Johnston, Project Lead

II. Agenda Items

1. Welcome and Introductions

- Time: 8:30 AM 8:45 AM
- · Facilitator: [YOUR NAME]
- Objectives:
 - · Welcome all team members.
 - · Briefly introduce new team members.
 - Outline the meeting's objectives and agenda.

2. Review of Previous Meeting Minutes

- Time: 8:45 AM 9:00 AM
- · Facilitator: [YOUR NAME]
- Objectives:
 - · Discuss and approve the minutes from the last meeting.
 - Address any pending actions or follow-ups.

3. Curriculum Updates

- Time: 9:00 AM - 9:30 AM

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JR Anderson

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