



# TEACHER TEAM MEETING AGENDA

[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

# **Sample Agenda For Teacher Based Team Meetings**

**Deanne A. Crone, Leanne S.  
Hawken, Robert H. Horner**



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