

B.W. Sheperd SW-PBS Team Agenda/Minutes

Date:

Members Present: Renee B. Kim L. Adriane S.

Karen W. Robin W. Mary Jo W.

Meeting Focus:

Handouts:

Honored Guest:

Team Norms

- Limit side conversations
- Listen with an open mind/be supportive
- Let speaker finish before commenting
- Maintain confidentiality
- Begin and end on time
- Come prepared
- Ask questions

Topics for Today's Discussion	Who?	Estimated Time	Minutes

Tasks/Assignments	Who?	Target Date

Next SW-PBS Team Meeting Date:

Honored Guest:

Topics for Next Team Meeting	Who?	Estimated Time

