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

Priority Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Meeting Notes:

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective**: what happened? | **Reflective**: high points/low points | **Interpretive**: what do we need to focus on now? | **Decisional**: what is the plan moving forward?  |
|  | High Points:*
*
*
 |  |  |
| Low Points:*
*
*
 |

Assignment(s):

Next meeting date(s):

Please choose one or two questions to ask the group from each category, if time allows.

|  |  |  |  |
| --- | --- | --- | --- |
| **OBJECTIVE** | **REFLECTIVE**  | **INTERPRETIVE** | **DECISIONAL** |
| What stood out to you?What clarification is needed?What other ongoing tasks do we have to work on currently? | What is relatively easy for us to deliver?What will be difficult for us to deliver?Where have you been frustrated in this work?Where have you felt satisfaction in this work? | What questions were raised for you?What discussions or decisions do we need to add to our agenda?Do we need any other information or partners?What skills or resources are we missing? | Who can summarize what we accomplished today?What are our next steps? |