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? |