**[SCHOOL]**

**[XX]/[xx]/15 @ X:00-X:00pm**

**Intensive Support School:** **Proposal Team Meeting**

**Goals:**

· **What we will accomplish...**

· **Our deliverables for today...**

· **Our objectives....**

|  |  |  |  |
| --- | --- | --- | --- |
| **TOPIC** | **OUTCOMES** | **FACILITATOR** | **TIME** |
| **Welcome & Introductions** | Welcome & Appreciation for those present | Name | 10 min |
| **Review Meeting**  **Agenda & Goals** | Understand Goals of the Meeting | Name | 10 min |
| **TOPIC** |  | Name | 30 min |
| **TOPIC** |  | Name | 30 min |
| **Next Steps & Adjourn** | Reflection on Meeting Outcomes, Exit Ticket (Reflection), Upcoming Meetings | Name | 10 min |

**Timekeeper**

* [name]

**Recorder**

* [name]

**Support:**

* [Name]