

Exit Report of Staff Development Meeting/Project

Team:_____

Meeting Date:_____

Meeting/Project Focus:_____

Responsibilities:

Facilitator:_____ **Time Keeper:**_____

Data Miner/Researcher:_____ **Recorder:**_____

Prior to meeting: All members of a team should have copies of this report. Note that the team can designate a person/persons responsible for generating reports/data/materials for the entire team or have each person responsible for pulling pertinent information prior to meeting.

Meeting Minutes:

Team Members/Guests Present:

Key Discussion Points:

How did today's meeting/project improve instruction and Student achievement?

What were the major accomplishments of this session?

Please set 2-3 goals for future meetings/follow up:

Possibilities for follow-up:

Who:

When:

Why:

