

## First District Guiding Coalition Meeting Agenda Template

Date:	Time:
Learning Targets:	
<b>Items</b>	<b>Notes and Reflection for School Learning Team</b>
Introductions (ten to fifteen minutes)	
Celebrations of progress toward goals and lessons learned throughout the process (five to ten minutes)	
Purpose of the district guiding coalition (twenty to thirty minutes)	
Purpose of the school learning team (twenty to thirty minutes)	
The <i>what</i> of the right work (an hour to an hour and a half)	
The <i>how</i> of the right work (an hour to an hour and a half)	
Taking the work back to the school site and collaborative teams (an hour to an hour and a half)	