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| school & GROUP name: | | | | | | | Date:  Time: | | |
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| **Called by:** | | | |  |  | | |  | |
| **Facilitator:** | | | |  | **Note taker:** | | |  | |
| **Timekeeper:** | | | |  |  | | |  | |
| **Attendees:** |  | | | | | | | | |
| **Meeting Objective:** | | | | | | | | | |
| **Please read:** | |  | | | | | | | |
| **Please bring:** | |  | | | | | | | |
| Agenda Items | | | | | | | | | |
| **Topic** | | | | | | **Presenter** | | | **Time Allotted** |
| 1. Welcome  * Introduce visitors and guests * Preview agenda * Review “norms” for successful meetings | | | | | |  | | | 3 mins. |
| 1. Review of Minutes from previous meeting 00/00/0000 | | | | | |  | | | 2 mins. |
| 1. Update | | | | | |  | | | 5 mins. |
| 1. Task Sheet Check: (7 mins. Per report) | | | | | |  | | | 30 mins. |
| 1. New Task Sheet: (developed from input provided in #4) | | | | | |  | | | 15 mins. |
| 1. Review Meeting and adjourn | | | | | |  | | | 5 mins. |
| Other Information | | | | | | | | | |
| **Observers:** | |  | | | | | | | |
| **Resources:** | |  | | | | | | | |
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| **Special notes:** | | |  | | | | | | |
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| John ADAMS HIGH SCHOOL - ASB STUDENT COUNCIL MTG. | | | | | | August 18, 2010  1:00 p.m. | | | |
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| **Called by:** | | | | Ms. ABC, President |  | |  | | |
| **Facilitator:** | | | | Mr. ABC, ASB Advisor | **Note taker:** | | Ms. C Notetaker | | |
| **Timekeeper:** | | | | Ms. A Timekeeper |  | |  | | |
| **Attendees:** | Ms. A. Anderson – ASB VP, Mr. B Benson – PR Commissioner, Ms. C Notetaker – ASB Secretary, Mr. D. Davis – Senior Class President, Mr. E. Evans – Junior Class Moderator, Ms. F. Farmer – ASB Treasurer, Mr. G. Garner – ASB Advisor. | | | | | | | | |
| **Meeting Objective:** ASB report on the current Task Sheet and receive and/or delegate new Tasks | | | | | | | | | |
| **Please read:** | | “October” page 7 in the PR Planning guide | | | | | | | |
| **Please bring:** | | Task Sheet; Current School Year Master Task Schedule and school calendar | | | | | | | |
| Agenda Items | | | | | | | | | |
| **Topic** | | | | | | | | **Presenter** | **Time Allotted** |
| 1. Welcome  * Introduce visitors and guests * Preview agenda * Review “norms” for successful meetings | | | | | | | | Ms. ABC | 3 mins. |
| 1. Review of Minutes from previous meeting 07/11/10 | | | | | | | | Ms. ABC | 2 mins. |
| 1. Update on Homecoming Activities and PR | | | | | | | | Ms. ABC | 5 mins. |
| 1. Task Sheet Check: (7 mins. Per report)  * Public Relations Database update – Ms. Anderson * PR Maintenance – Ms. Farmer, Mr. Garner, Mr. Evans * Senior Activities – Mr. Garner * Back to School Coffee – Ms. C Notetaker | | | | | | | |  | 30 mins. |
| 1. New Task Sheet: is discussed and developed during meeting based on #4 | | | | | | | | Ms. ABC | 15 mins. |
| 1. Review Meeting and adjourn | | | | | | | | Ms. ABC | 5 mins. |
| Other Information | | | | | | | | | |
|  | |  | | | | | | | |
| **Observers:** | | Ms. Mary Smith, PTA President | | | | | | | |
| **Resources:** | | Committee Task Sheets | | | | | | | |
| **Special notes:** | | | Life is good | | | | | | |