|  |  |
| --- | --- |
| school & GROUP name:  | Date:Time: |
|  |
|  |
| **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:** |  |
|  |
| **Special notes:** |  |
|  |

|  |  |
| --- | --- |
| John ADAMS HIGH SCHOOL - ASB STUDENT COUNCIL MTG. | August 18, 20101:00 p.m. |
|  |
|  |
| **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 |