##### Looking Within Activity 1: Profile Review Agenda

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| **School:** |  | **Principal:** |  |
| **ESSA Designation:** |  | **Date and Time:** |  |
| **Assigned Roles** |  |  |  |
| Facilitator: |  | Note Taker: |  |
| Timekeeper: |  | Process Observer: |  |

**Team Members**

| **First Name** | **Last Name** | **Position/Role** | **Present: Yes/No** |
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| **Time** | **Person Responsible** | **Agenda Item** | **Minutes (Summary of Key Points)** |
| --- | --- | --- | --- |
| 2 mins | Facilitator | **Welcome and Meeting Opening** (Opening routine) |  |
| 2 mins | Facilitator | **Review Meeting Purpose and Agenda** (Quick agenda walkthrough) |  |
| 2 mins | Process Observer | **Review Norms** (Post Norms visible in meeting room) |  |
| 45 mins | Facilitator | **Profile Review** (Activity 1 – Profile Review Form) |  |
| 2 mins | Facilitator | **Close the Meeting** (Closing routine) |  |

|  |  | **Actions Identified to be Completed\*** | **Due Date** | **Person(s) Responsible** |
| --- | --- | --- | --- | --- |
| 10 mins | Note Taker | Complete Profile Review Form |  |  |
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| **Time** | **Person Responsible** | **Agenda Item** | **Minutes (Summary of Key Points)** |
| --- | --- | --- | --- |
| 1 min | Facilitator | **Next Meeting Reminder** (Date and Time) |  |
| 4 mins | Process Observer | **Process Observation Reflection** (Process Observer reports out with specific examples on how the team followed the norms) |  |
|  | Facilitator | **Adjourn** (Close the meeting with agreed upon routine) |  |

**\*Action Items Review**: Note taker adds items during the meeting and reviews all action items, with due dates and person(s) responsible at end of meeting.

Post meeting, review the meeting minutes with the note taker. Send the minutes to the School and Community Leadership Team members.