**[SCHOOL NAME]**

**[COMMITTEE NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Roll Call**

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| --- | --- |
| **Name** | **Present or Absent** |
| **[Name] - CHAIR** |  |
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**Guests Present:** [If someone has been invited to present to the Committee, list the name(s) here; you do not have to list observers]

1. **Discussion Items** *(add items as needed)*
	1. **Discussion Item 1**: [Add description of discussion item and brief summary of the discussion]
	2. **Discussion Item 2**: [Add description of discussion item and brief summary of the discussion]
2. **Goals/Objectives Completed:**
	1. **Item 1** [Add description of the item]
	2. **Item 2** [Add description of the item]
3. **Goals/Objectives In-Progress/Pending**
	1. **Item 1** [Add description of the item]
	2. **Item 2** [Add description of the item]
4. **Recommendations for the GO Team**
	1. **Recommendation 1** [Add detailed description of the recommendation]
	2. **Recommendation 2** [Add detailed description of the recommendation]
5. **Questions for the GO Team**
	1. **Question 1**
	2. **Question 2**
6. **Announcements** [Include the next meeting date and add brief summary of any other announcements]
7. **Adjournment**

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**Minutes Taken By:** [Insert Name of Person taking the Report]

**Position:** [Insert Person’s Position on the Committee – either the chair or just committee member]

**Date Taken:**

[ *A copy of this report is to be provided at the next regular GO Team meeting and included as a part of that meeting’s minutes.*]