



Site Team Meetings Calendar

Standard Meeting Time: *From* ___:___:___ *To* ___:___:___ *Day of Month*: _____

Mo.	Topic(s)	Objective(s)	Activities	Evaluation
Example	Roles & Tasks	1. Determine individual roles/responsibilities. 2. Schedule group tasks for year.	Review Site Team Purposes and Responsibilities. Determine tasks for team. Match tasks to team members. Establish lead person for each task. Develop timeline. Plan to revisit tasks periodically.	Tasks and roles are clear. Timeline is developed.
Sep				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Summer				