



# Site Team Meetings Calendar - Sample

Standard Meeting Time: *From* 3 : 30 *To* 4 : 00 *Day of Month:* Wednesday

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	Tutorials	Develop a plan to recruit tutors to meet 7:1 ratio	Review action items A,B, and C for site team plan Goal 1 (Essential 8.3) -college tutors, cross age peer tutors, and adult tutors	Job flier created and online posting completed
Oct	Tutorials	Train tutors as modeled in the AVID Tutorial video and materials	Schedule Tutorial Training; Obtain training curriculum from COE; Establish documentable evidence for Essential 8.2 at Level one	Calendar of Tutorial Training dates
Nov	AVID Data	Complete the ISS and Site Data	Determine rankings for 11 AVID Essentials and Indicators; collaborate to gather general site data	Online submission of ISS and site data
Dec	Field Trips & Fundraising	Plan a college field trip and establish fundraising efforts	Prepare documents and select college; draft an agenda for day of the trip; brainstorm types of fundraisers	Calendar field trip and fundraisers
Jan	Recruitment	Develop recruitment plan for spring	Review previous year's plan; update timeline; create and/or update documents; determine interview process	Timeline, AVID application recruitment matrix
Feb				
Mar				
Apr				
May				
Summer				