

# Exec Leadership Huddle Virtual

## Meeting Agenda, Notes, and Action Planning Template

Date: 5/15/2020

Time: 8:30am to 9am

Time Keeper: Rane

Recorder(s):

Attendance:

### *Meeting at a Glance*

Time	Agenda Topic/Item	Notes									
1 min	<ul style="list-style-type: none"> <li>● Positive               <ul style="list-style-type: none"> <li>○ Announcements:</li> </ul> </li> </ul>	•									
Up to 23 min	<p><b>Daily Metrics (30 seconds per principal)</b>  <b>Check in with students</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #808080; color: white;"> <th colspan="3" style="text-align: center; padding: 5px;">Classrooms on track to meet two per student this week</th> </tr> <tr style="background-color: #f4a460;"> <th style="width: 33%; text-align: center; padding: 5px;">Edgewood</th> <th style="width: 33%; text-align: center; padding: 5px;">King</th> <th style="width: 33%; text-align: center; padding: 5px;">MHA</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">#/8 = __%</td> <td style="text-align: center; padding: 5px;">#/13 = __%</td> <td style="text-align: center; padding: 5px;">#/13= __%</td> </tr> </tbody> </table>		Classrooms on track to meet two per student this week			Edgewood	King	MHA	#/8 = __%	#/13 = __%	#/13= __%
Classrooms on track to meet two per student this week											
Edgewood	King	MHA									
#/8 = __%	#/13 = __%	#/13= __%									

**What's Up in the Next 24 Hours? (15 Seconds)**

Charlie	Vanessa	Eddies	Arnetta	Jen S	Dawn	Jen B	Rachel	Lisa	Rané

**Where are you/your team stuck? (up to 90 Seconds)**

Charlie	Vanessa	Eddies	Arnetta	Jen S	Dawn	Jen B	Rachel	Lisa	Rané

1 min

Positive: ADD Your Name here if you want to share a 1 minute positive to launch our day

**Follow up Needed Today**

What	When	Who
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