

Exec Leadership Huddle Virtual

Meeting Agenda, Notes, and Action Planning Template

Date: 5/18/2020

Time: 8:30am to 9am

Time Keeper: Rane

Recorder(s): Jen B

Attendance:

Meeting at a Glance

Time	Agenda Topic/Item	Notes						
1 min	<ul style="list-style-type: none"> ● Positive- Add your name to share ● Announcements- 	•						
5 min	○							
Up to 23 min	Daily Metrics (30 seconds per principal)							
Met 2 two- 2 way communications per student last week								
Link to Graph								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Edgewood</th> <th style="width: 33%;">King</th> <th style="width: 33%;">MHA</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">#/146 = __ %</td> <td style="text-align: center;"># /233 = __ %</td> <td style="text-align: center;">#/248 = __ %</td> </tr> </tbody> </table>			Edgewood	King	MHA	#/146 = __ %	# /233 = __ %	#/248 = __ %
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#/146 = __ %	# /233 = __ %	#/248 = __ %						
Met 1 two- 2 way communications per student last week								
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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 working on/where are you stuck? What's on your mind? (up to 90 Seconds)

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

1 min Positive: Add your name to share and launch us to a GREAT week!

Follow up Needed Today

What	When	Who

