

Appendix I: ILT 5-Star Meeting Agenda Template

Date	ILT
School	Members
Start time	Present

Check-in: Personal and Professional Best

5 min

One-minute of roundtable sharing.

ROCK	Rock	Owner	On	Off			
Status Update							
1 min							
Keep a list of all in- progress rocks. Rock							
owners should check-off							
On-Track or Off-Track on agenda 24 hrs prior to each ILT meeting.							
Team	Team / Team Member Updates						
Updates 5 min							
Brief, narrative updates							
on last week's progress, events, tasks. To be completed 24 hours							
prior to ILT meeting, so team members can							
review.							
Also includes Scorecard Review. Format to							
be determined by							
ILT based on rock targets and success measures. Scorecard							
should formatively track							
progress toward rock attainment.	Scorecard						



Date

Added

Who

Appendix I: ILT 5-Star Meeting Agenda Template (continued)

To-Do List
2 minMate Date DueWhoDoneNot DoneService Sister of Sister o

Issues List Priority Issue 45 min Priority Issue

cuss. Since ILTs may not always be able to tackle all issues during each meeting, teams will need to prioritize issues before they begin discussing. Issues can be generated through off-track work on rocks, added ahead of the meeting by team members, or brought up at this time of the meeting.

Star Rating 1 min

List each ILT member here and collect their ratings at the end of each meeting. As teams develop inter-rater reliability, it is also important that they briefly share why they rated as they did.

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End on time



Appendix I: ILT 5-Star Meeting Agenda Template (continued)

Decisions History Use this space as a running list to record major decisions made by the ILT, by date.			
Date	Decision		