



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

To-Do List 2 min	Date Due	Who	Done	Not Done
	From previous meeting(s)			
<p>Use this space to list to-dos that are generated through the course of the meeting. Start this section of each ILT by reviewing to-dos from the previous meeting(s). Also, be sure to add to-dos generated through the course of the current meeting as they come up. Completed "to-dos" can be removed for subsequent meetings.</p>				
Today's meeting				

Issues List 45 min	Priority	Issue	Date Added	Who
	<p>Keep a running list of rock-related issues for the ILT to discuss. 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.</p>			

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.						
☆☆☆☆☆	☆☆☆☆☆	☆☆☆☆☆	☆☆☆☆☆	☆☆☆☆☆	☆☆☆☆☆	☆☆☆☆☆

End on time

