

the NOTEBOOK MEETING

The Notebook-Meeting Agenda

DATE _____

I. JOURNAL THE SPECIFICS:

II. ITEMS COMPLETED FROM LAST AGENDA: *(Celebrate!)*

1. _____
2. _____
3. _____
4. _____
5. _____

III. AGENDA ITEMS *(include items to carry over from last meeting):*

1. _____
2. _____
3. _____
4. _____
5. _____

the NOTEBOOK MEETING

The Notebook-Meeting Agenda (cont.)

IV. THE WHYS:

1. _____
2. _____
3. _____
4. _____
5. _____

V. ACTION PLANS AND DATES OF COMPLETION:

1. _____

2. _____

3. _____

4. _____

5. _____
