

NEW!!

Agenda for an EcoTeam Meeting



The EcoTeam meeting checklist

- Responsibilities
Who is doing what?
- Timeline
When will these tasks be completed?
- Communication
Who do we need to talk with?
- Resources
Do we need money, equipment, more people?
- Barriers
What challenges might we come up against?

Check out Getting Organized (page 12) and Building Team Momentum (page 15) to find out how other teams have made EcoSchools initiatives come alive in their schools!

Day, date & time: _____

Location: _____

Items for discussion:

Goals:

Next meeting

Date & time? _____

Focus and agenda items to carry forward to next meeting:

Action items for next meeting:
(actions that need to be taken to move forward on a project or goal)

