

## Focus Team Log

Focus Team: \_\_\_\_\_

Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Chair: \_\_\_\_\_ Secretary: \_\_\_\_\_

Members Present: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Topic of discussion:

Actions taken:

Key findings:

Date of next meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

To do before next meeting:	Who	When

Give each committee member and the principal a copy of this log.