**General Meeting Agenda Template**

[INSERT STATE SOUCS AND SCHOOL LOGO HERE]

**UCS Leadership Team Meeting**

[insert date / time / location]

**Meeting Goal / Objectives:**

* [insert meeting objective]
* [insert meeting objective]

**Agenda**

**I. Welcome and Introductions [X minutes]**

a. Recap of previous meeting

b. Walk through agenda and meeting objectives

**II. Updates [X minutes]** a. Status of action items from previous meeting

**III. Topic [X minutes]**

**IV. Action Items and Next Steps [X minutes]**

a. Summarize main points of meeting

b. Summarize tasks and responsibilities as agreed

c. Confirm deadlines for completion

d. Identify date, time, and location for the next meeting

**V. Questions [X minutes]**

a. Leadership team members may have questions that allow for clarification.

b. If there aren’t any questions, this is a good place to encourage leadership team members   
 to share what they liked about the meeting.

**VI. Wrap-Up**

a. Thank everyone for coming to the UCS Leadership Team meeting.