**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** |  |  |
| **Parent/Guardian** |  |  |
| **Parent/Guardian** |  |  |
| **Parent/Guardian** |  |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** |  |  |
| **Instructional Staff** |  |  |
| **Community Member** |  |  |
| **Community Member** |  |  |
| **Swing Seat** |  |  |
| **Student** *(High Schools)* |  |  |

**Guests Present:** [If someone has been invited to present to the GO Team, list the name(s) here; you do not have to list observers]

1. **Discussion Items** *(add items as needed)*
   1. **Discussion Item 1**: [Add description of discussion item and brief summary of the discussion]
   2. **Discussion Item 2**: [Add description of discussion item and brief summary of the discussion]
2. **Recommended Action Items for the GO Team** *(if any and add items as needed)*
   1. **Action Item 1** [Add description of Action Item]
   2. **Action Item 2** [Add description of Action Item]
3. **Announcements** [Add brief summary of the announcements]
4. **Adjournment**

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**Minutes Taken By:** [Insert Name of Person Taking the Minutes]

**Position:** [Insert Person’s Position on the GO Team – either the officer position or just “GO Team member]

[ *A copy of this is to be provided as a report at the next regular GO Team meeting and included as a part of that meeting’s minutes.*]