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| **CURRENT ITEMS** |
| Item # | ***Topic/Activity*** | ***Lead*** | ***Time (in min)*** | ***Outcome*** |
|  | Welcome and Introductions | All | 5 | All are introduced and feel welcome  |
|  | Agenda Overview and Approval | Ryan | 2 | Informed and Approved |
|  | Review of Rubric and Feedback Form | All | 5 | All become familiar with rubric and feedback form |
|  | Norming 1 – Student Services  | All | 15 | Feedback discussed  |
|  | Norming 2 – Instructional CTE  | All | 15 | Feedback discussed |
|  | Norming 3 – Instructional LAS  | All | 15 | Feedback discussed |
|  | Norming 4 – Administrative and Support Services  | All | 15 | Feedback discussed |
|  | Unit and Program Assignment | Ryan | 10 | All teams receive assigned units and programs |
|  | Feedback Team Planning | All | 5 | Teams agree on plan to complete feedback forms |

Note-taker: Margaret