

## 3Cs INCLUSION TEAM PLANNING FORM

Date:

Team Members Present:

Team Members Absent:

### Team Roles

Facilitator:

Recorder:

Timekeeper/Agenda Monitor:

Encourager:

Goal/s of this Meeting:

<b>Agenda Item</b>	<b>Summary/Notes</b>	<b>Planned Actions</b>	<b>Person/s Responsible</b>	<b>Timeline/date to be completed</b>
<b>Celebrations</b>				
<b>Information Items</b>				
<b>Discussion Items</b>				
<b>Decision Items</b>				
<b>Agenda Items for Next Mtg.</b>				