<b>MONTA VISTA</b>
MONTA VISTA GOVERNMENT TEAM

Unit Captain:			
 Unit:			
Hours this month:l	nrs		
Date://			

1) Unit Members in Attendance:				
2) Unit Members Missing:				
3) Each Attendee's Signature Authenticating the Attendance Above is Correct	•			
4) Unit Norms:				
Sample Norms:				
1. Meetings begin with reviewing norm				

- 2. Pick Roles: Facilitator; Recorder(+Timekeeper); Social Counselor(+Break Monitor), Archivist
- 3. We set our agenda, with time limits, at the start of the meeting
- 4. We are "present" to each other; we use technology respectfully
- 5. We track the speaker with our eyes, if we don't understand what's going on, we speak up
- 6. Consensus Model: "Live With It"
- 7. We set deadlines/time limits for all tasks
- 8. Adjourn with Process Review (what to improve about the group process) and Next Steps
- 9. We keep open minds to others' ideas
- 10. We pledge to be clear about our priorities and pick our battles with care

Agenda Item	Estimated Time				
6) End of Meeting Progress Check (include group process review):					
7) Next Steps (include names when relevant):					
Help Request: What can Mr. Chiang help with?/FYI: What should Mr. Chiang be aware of?					