

# PBS MEETING

*Facilitator*

Date

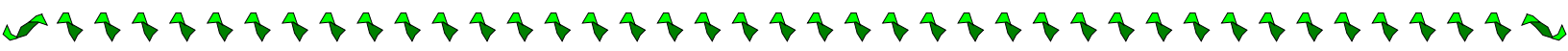
Location/Time

## DESIRED OUTCOMES:

BY THE END OF THE MEETING, WE WILL HAVE A/AN:

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DESIRED OUTCOMES	WHAT	PRESENTER	TIME
UNDERSTANDING OF EACH TEAM MEMBER'S ACTIVITIES/NEWS/ISSUES	WHAT'S UP/SHOW AND TELL		
AGREEMENT OF THE AGENDA AND MEETING PROCESS	<ul style="list-style-type: none"> <li>• GROUND RULES</li> <li>• ACTION STEPS FROM PREVIOUS MEETING</li> <li>• +/d FROM PREVIOUS MEETING</li> <li>• DESIRED OUTCOMES OF TODAY'S MEETING</li> <li>• DECISION-MAKING METHOD REVIEW</li> <li>• AGREEMENT ON AGENDA</li> </ul>		
DESIRED OUTCOME #1	DESCRIPTION OF DESIRED OUTCOME		
<b>ATTEND TO PERSONAL NEEDS</b>	<b>BREAK- HANDLE YOUR BUSINESS</b>		
UNDERSTANDING OF ANY MISCELLANEOUS ITEMS.	MISC: <ul style="list-style-type: none"> <li>▪</li> </ul>		
UNDERSTANDING OF ANY ISSUE BIN ISSUES.	ISSUE BIN ISSUES		
AGREEMENT ON THE OUTCOMES OF THE MEETING AND ANY ACTION STEPS. DRAFT DESRIED OUTCOMES FOR NEXT MEETING	REVIEW OF OUTCOMES AND ACTION STEPS		
PLUS/DELTA ON THE MEETING.	EVALUATION OF MEETING		



***Meeting should last 4 hours***

**Action Steps Generated – LAST TEAM MEETING**

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NEXT MEETING....

**PLUS/Delta FROM PREVIOUS MEETING (4/25/07):**

PLUS	DELTA
<b>Meeting</b>	
<b>Facilitator</b>	