

**Action Teams Agenda**  
**April 5, 2006**  
**8:45 a.m.-11:30 a.m. or 1:00 p.m.-4:00 p.m.**  
**B166-167**

1. Assessment follow-up from March 22
2. Review of Report and Reporting-out to Steering Committee
  - Before April 29-Report must be written and charts developed
  - April 29-Scribes and team members identified to work with Professional Development:
    - 3 sets-hard Copy
    - Executive summary
    - Form 9.3
    - Gantt Chart
  - PowerPoint
  - May 3-Presentation-bring 18 sets of Ex. Summary, Form 9.3 and Gantt Chart
3. Review “Team Implementation and Follow-Up” handout-from Stan Jensen on 3-22-06
4. Tools:
  - Tree Diagram
  - Gantt Charts
5. Assessment
6. Team work on report and time with Stan Jensen