



# Site Team Meetings Calendar

Standard Meeting Time: From \_\_\_:\_\_\_ To \_\_\_:\_\_\_ Day of Month: \_\_\_\_\_

| Mo.     | Topic(s)      | Objective(s)   | Activities  | Evaluation  |
|---------|---------------|--|---|---|
| Example | Roles & Tasks | 1. Determine individual roles/responsibilities.<br>2. Schedule group tasks for year. | Review Site Team Purposes and Responsibilities. Determine tasks for team. Match tasks to team members. Establish lead person for each task. Develop timeline. Plan to revisit tasks periodically. | Tasks and roles are clear. Timeline is developed. |
| Sep     |               |  |   |   |
| Oct     |               |  |   |   |
| Nov     |               |  |   |   |
| Dec     |               |  |   |   |
| Jan     |               |  |   |   |
| Feb     |               |  |   |   |
| Mar     |               |  |   |   |
| Apr     |               |  |   |   |
| May     |               |  |   |   |
| Summer  |               |  |   |   |