

Executive Officer: _____

Advisor: _____

Date of Meeting: _____

REFLECTION – Successes & Failures

Team Accomplishments in the Past Month (What went well? Why do you think it went well?)

(1) _____

(2) _____

(3) _____

Team Concerns from the Past Month (What did not go well? Why don't you think it went well?)

(1) _____

(2) _____

(3) _____

LOOKING AHEAD – Goals & Priorities

Goals for the Upcoming Month (What would you like to see your team accomplish? What would you like to accomplish?)

(1) _____

(2) _____

(3) _____

Priorities for the Upcoming Month (Rank those tasks that must be completed this month in order of Importance. Identify who will be responsible for each of these tasks.)

(1) _____ Person Responsible _____

(2) _____ Person Responsible _____

(3) _____ Person Responsible _____

(4) _____ Person Responsible _____

(5) _____ Person Responsible _____

(6) _____ Person Responsible _____

(7) _____ Person Responsible _____

(8) _____ Person Responsible _____

(9) _____ Person Responsible _____

(10) _____ Person Responsible _____

ISSUES & ACTION PLAN

Issues You are Experiencing

- Are you having problems with any team members? If so, what?
- Are you having problems in your position? Are you feeling overwhelmed or stressed?
- Are you having difficulties with an advisor or administrator?
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Description of the problem(s) _____

Specific Actions You Will Take to Correct the Situation _____

TASKS YOU NEED TO COMPLETE THIS MONTH

Task to be Completed	Due Date	Date Completed

Executive Officer's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____