



COLORADO DEPARTMENT of EDUCATION

Vision

All students in Colorado will become educated and productive citizens capable of succeeding in society, the workforce, and life.

Goals

Every student, every step of the way



Meeting Logistics & Desired Outcomes

Meeting:	Graduation Guidelines Industry Certificates Work Group				
Date:	March 13, 2014	Time:	2pm-3pm	Location:	Virtual
Meeting Lead:	Jennifer Jirous & Michelle Camacho Liu				
Meeting Participants: <i>(Who most needs to attend?)</i>	Industry Certificates Work Group Members				
Meeting Objectives: <i>(Is a meeting necessary to accomplish the objectives?)</i>	<ul style="list-style-type: none"> - Review resources for group communication - Outline next steps for subgroups and homework before next meeting - Set next virtual and face-to-face meeting 				

Agenda Items and Next Steps

Time	Agenda Item	Notes & Next Steps <i>(be sure to include communication to those not at the meeting who need to know the results)</i>
2:00pm	Welcome and Introductions	
2:10pm	Review Workgroup Google Site <ul style="list-style-type: none"> - Directory/Career Cluster Groups - Resources 	
2:20pm	Next Steps and Framework for Homework	
2:45pm	Logistics/Scheduling Next Meetings	
2:50pm	Q & A	
3:00pm	Adjourn	

Evaluate the Meeting:				
We stayed on track:	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
We achieved the meeting outcomes:	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
We clarified next steps:	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
This meeting was time well-spent:	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes

How can we improve the next meeting?