|  |  |  |
| --- | --- | --- |
| ACTIVITY | TIME ALLOCATION | MATERIALS |
| Welcome & Introductions | 5 minutes |  |
| Agenda | 4 minutes |  |
| Ready Set Succeed: Buddy Visits Informational PowerPoint | 10 minutes |  |
| Meeting Norms/Discuss Purpose of Meeting | 1 minute |  |
| Pen Pal Activity & Planning Collaborative | 15 minutes |  |
| Buddy Visits & Planning Collaborative | 40 minutes |  |
| Next Steps/Close | 10 minutes | Feedback Survey |



**Buddy Visits**



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**AREA FOR NOTES**

**NEXT SESSION**

Topic:

v

Location:

Date:

Date:

Facilitator:

**AGENDA**

**Meeting 2 – Second Teacher Planning Meeting**