

Takoma Park Youth Council Meeting Agenda

Remember to add to calendar and send reminders

Date of Meeting: 10/8/18 Time: 6:00 pm Location: City Hall, Hydrangea Room

Facilitators/Meeting Called By: Kiran Kochar McCabe

Designated Note-Taker: **Adelaide Harris** Designated Time-Keeper: **Asha Henry**

Designated Task-Person: **Elliot Davey**

Ground Rules for Every Meeting:

<ul style="list-style-type: none"> Be on time Participate Come prepared (review agenda ahead of time) Stay on topic Make sure you understand 	<ul style="list-style-type: none"> No side conversations/distractions Be respectful Propose solutions to problems
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Officers in attendance at meeting - Roll Call

<input type="checkbox"/> Elliot Davey	<input type="checkbox"/> Asha Henry	<input type="checkbox"/> Kiran Kochar McCabe
<input type="checkbox"/> George Ashford	<input type="checkbox"/> Adelaide Harris	<input type="checkbox"/> Emma Morganstein
<input type="checkbox"/> Adviser	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	

Agenda

Call to Order and Roll Call	1 min	Announce	Adelaide Harris	
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Old Business - **Date of initial discussion:**

Item Description/Notes	Time Allotted	Decide Discuss Announce	Person Responsible	Follow-up (complete)/date
Update and approval of minutes from last meeting	2 min	Announce	Kiran Kochar McCabe	N/A

New Business

Item Description/Notes	Time Allotted	Decide Discuss Announce	Person Responsible	Follow-up (complete)/date
Call to Orders	1 min	Announce	Kiran Kochar McCabe	N/A

Sharing Circle	10 min	Share	ALL	N/A
Youth Town Hall Planning	45 min	Discuss/ Decide	ALL	
School Composting Initiative	10 min	Discuss/ Decide	George Ashford	
City Council Issues Update	10 min	Discuss	Elliot Davey	
New items to be added to agenda?				
Other items	5 min		ALL	
Set Agenda and Next Meeting Date	2 min	Discuss/ Decide	ALL	

Action Items

(These are items that deserve swift attention for completion)

Action Item	Complete by (Date)	Person Responsible	Communicate Completion by:


Bin Items

(Items to be added to next agenda/to be discussed)

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Debrief

How did the last meeting go?

Plus (+) - Positives	Deltas () - Constructive Changes
1.	1.