

Takoma Park Youth Council Meeting Agenda

Remember to add to calendar and send reminders

Date of Meeting: 10/28/18 Time: 1:00 pm Location: City Hall, Hydrangea Room

Facilitators/Meeting Called By: Kiran Kochar McCabe

Designated Note-Taker: **George Ashford** Designated Time-Keeper: **Elliot Davey**

Designated Task-Person: **Rachel Grupp**

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"/> Rachel Grupp	<input type="checkbox"/> Adviser	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	

Agenda

Call to Order and Roll Call	1 min	Announce		
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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	Adelaide Harris	N/A
Update and approval of minutes from two meetings ago	2 min	Announce	Rachel Grupp	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 Debrief	30 min	Discuss	ALL	
Proposed Charter Change	10 min	Discuss	ALL	
Brainstorming and things to keep in mind for next Council	30 min	Discuss	ALL	
Celebration!!!	10 min	Celebrate!	ALL	
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.