

DAIRY ADVISORY TEAMS

Team Coordinator Timeline

There are certain activities that you need to repeat in a timely manner to keep your team running on track. This is prepared as a checklist you can use to help you schedule these activities. No two teams are alike and you will not operate with your team like any other team coordinator, so you will want to modify this to best meet your needs and those of your team. Date of next meeting: _____

WHEN? ¹	WHAT? ²	DONE ³
10 – 14 Days before the Meeting Due by: _____	Meet with farm owner to prepare the agenda for the next meeting and review data you are tracking on the farm.	
	Review arrangements for meeting location.	
	Other:	
7 – 11 Days before the Meeting Due by: _____	Fax, e-mail or deliver agendas and meeting reminders to team members.	
	Work with farm owner to prepare a brief update for the team meeting. This should include any changes or accomplishments since the last team meeting.	
	Contact team members responsible for items on the agenda to be sure they are prepared for the meeting.	
	Other:	
1 – 5 Days before the Meeting Due by: _____	Review the agenda and be sure you have all the materials needed for the meeting.	
	Other:	
Meeting Date -		
1 – 3 Days after the Meeting Due by: _____	Contact team members who missed the meeting to inform them of major decisions that were made.	
	Contact the note taker and get copies of the notes to send to the team if this was not done at the end of the meeting.	
	Make initial arrangements for the location of the next meeting.	
	Other:	
7 – 10 Days after the Meeting Due by: _____	Send copies of the notes and action lists to the team members if these were not provided at the conclusion of the meeting.	
	Prepare timeline for the next meeting.	
	Other:	

¹ When should the task be completed? A timeframe is given, but write in the date that works best for you.

² The items to be completed at this time are listed here.

³ Use this column to check off the date that the items are done, so you can easily see what activities need to be done in preparation for the next meeting.