PENNSTATE

PENNSYLVANIA DAIRY ADVISORY TEAMS

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Team Meeting Assignment Sheet

It is important that everyone understand their role and expectations that the team has of them so that they can be successful team members and the team will accomplish its goals. The meeting assignment sheet should be completed throughout the meeting – any time a task is assigned. At the end of the meeting, give a copy to all the team members present and send it to any team members that are missing so that expectations are clear.

Today's Meeting Date: _____

Next Meeting Date: _____

WHAT[1]	WHO[2]	WHEN[3]	FOLLOW-UP[4]

[1] What is the objective to be completed?
[2] Who is to complete this objective?
[3] When is this to be completed?
[4] What additional tasks need to be completed related to this objective?