

Our mission is to cultivate world-class thinkers.



## Meeting Agenda

**Date:** December 6th, 2021

**Time:** 3:30-5:00

**Location:** Virtual

**Attendees:**

**Purpose:** *To share the writing supplemental adoption process and describe what success looks like when we're finished.*

**Desired Outcomes: By the end of this meeting, we will have:**

- A shared understanding of the writing supplemental adoption process so that we can make clear recommendations and communicate our progress to stakeholders.
- A list of indicators of success for the results we want to achieve, the process we want to follow, and the way we want to work together.
- A shared understanding of the rubric so that we can evaluate vendors and make an informed recommendation.
- A set of next steps to communicate information to stakeholders.

Time	Topic	Process	Presenter
3:30-4:00	Welcome & Start-ups <ul style="list-style-type: none"> <li>● Introductions</li> <li>● Purpose of Committee</li> <li>● Decision making</li> <li>● Process &amp; Timelines</li> <li>● Member roles</li> <li>● Working agreements</li> <li>● Today's purpose &amp; outcomes</li> <li>● Overview</li> <li>● Vendor Information</li> </ul>	<a href="#">Slideshow</a>  <a href="#">Process Flow Chart</a>	Shelly and Jenn
4:00-4:25	Standards and Article Activity		Shelly and Jenn
4:25-4:45	Review the rubric	<a href="#">Rubric</a>	Jenn
4:45-5:00	Wrap up and next steps Meeting Evaluation		Shelly

**Minutes:**

Key Decisions	Next Steps/Actions	Timeline	Person(s) Responsible