Action Planning Worksheet

MO SW-PBS ▲ SUMMER INSTITUTE ▲ LEADERSHIP TEAM ACTION PLANNING WORKSHEET

School name: _____

Team members: _____

Pre-sessions planning: Assign team members by session time, name, and location

	Tuesday, June 4, 2024										Wednesday, June 5, 2024			
Team member	**Breakfast Buffet:** 7:00-7:45	**Opening Remarks & Mary Richter Awards:** Nanci Johnson & Tim Lewis 8:00-8:30	**Keynote:** Jason Sefrit & Rodney Lewis 8:30-9:15	**Session 1** 9:30-10:45	**Session 2** 11:00-12:15	**Lunch & Team Time:** 12:15-1:15	**F.D. Groups** 1:30-2:45	**Session 3** 3:00-4:15	**Poster Session:** 4:15-5:30	**Evening Social With Karaoke:** 8:00-11:00	**Breakfast Buffet:** 7:00-7:45	**Session 4** 8:00-9:15	**Session 5** 9:30-10:45	**Session 6** 11:00-12:15
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2.														
3.														
4.														
5.														
6.														