

## Meeting Agenda

<b>Meeting:</b>	AVATAR CORE TEAM MEETING		
<b>Date:</b>	July 17, 2012		
<b>Start Time:</b>	8:30 A.M.	<b>End Time:</b>	12:30 P.M.
<b>Location:</b>	Region XI Education Service Center		
<b>Participants:</b>	Jean Keller, Kathy-Wright Chapman, Chris Kanouse, Francine Holland		
<b>Meeting Purpose:</b>	TOT Training Event Planning and Logistics		
<b>Preparation Required:</b>			

Topic	Discussion Leader	Desired Outcome
<ul style="list-style-type: none"> <li>• TOT Training Event and Logistics</li> </ul>	Jean Keller	TOT Training Event and Logistics  Agenda  Registration  Meals  Panel  Letters of Agreement  Audio/Visual  Documentation of the Event –Video?  Table Set-up  Data  Modules  Group Norms Activity  Reference Course Profiles  Action Plans  Evaluation

Deliverables

Next Steps TETN

Action Items	Person Responsible	Due Date