

# Project Team Goals

**Team Name:** \_\_\_\_\_ **Date/Time Period:** \_\_\_\_\_

**Team Leader:** \_\_\_\_\_ **Team Secretary:** \_\_\_\_\_

**Board Liaison:** \_\_\_\_\_ **Team Email:** \_\_\_\_\_


**Team Members: Name / Email / Phone**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_


**Follow-up: (next meeting details)**

Note: Each section below can be used for separate goals, or for phases of a larger project.


## Goal 1:

Action Item	Assigned to	Resources	Complete by	


## Goal 2:

Action Item	Assigned to	Resources	Complete by	

**Goal 3:**

Action Item	Assigned to	Resources	Complete by	

**Goal 4:**

Action Item	Assigned to	Resources	Complete by	

**Goal 5:**

Action Item	Assigned to	Resources	Complete by	