

British Columbia - Teaching and Learning Council (BC-TLC)

Action Group Summary Document

Initiative: _____

Members: _____

One person in each Action Group will use this template to record key points. This document will be submitted at the end of the discussion time. The executive members will digitize the document and send out to all members, as well as post select details on the BC-TLC website for other members to view.

1. Summary Details of Actionable Initiative

2. Next Steps *(what actions need to happen next, timelines)*

3. Roles/Activities for Group Members *(who can help with various tasks, what dates are associated with those tasks, how will group members communicate/stay in touch on progress?)*

4. Resources *(what resources are required for undertaking initiative?)*