



# **GARDEN TEAM MANAGEMENT**

Sample garden team meeting agenda

See the next page for a blank template you can use at your meetings throughout the year!

## **Garden update**

- How is the garden being used?
- Watering needs/issues?
- Watering Schedule (changes/ updates)

## **Planting needs**

- Where can we plant seeds/seedlings?
- Who will plant?

## **Harvesting update**

- What is ready to harvest? What is close to being ready for harvest?
- Who will harvest?
- How will the harvest be used?

## **Upcoming events**

- Big Green workshops
- School events in the garden

## **Communication Needs**

- What needs to be communicated to Teachers?
- Volunteer communications needed?

## **Look at calendar, make plans, delegate tasks**

## **Potential needs or reasons to contact your Garden Educator**

- Any issues with the art poles/ benches/ irrigation issues/plant disease/vandalism
- Questions around planting, growing, watering, or harvesting
- Questions around teaching
- Upcoming workshops

