

Task Force Team Charter

Topics	<i>Examples</i>	
Project	<i>Grab & Go Breakfast at John Marshall Middle School</i>	
Project Purpose	<i>To make school breakfast more accessible to students and increase breakfast ADP</i>	
Members of Task Force	Member 1 – Role & Responsibilities: <i>Child Nutrition Director: Task Force Moderator: schedule meetings, develop recipes, plan menu, budget food items and labor costs, research equipment needed.</i>	
	Member 2 – Role & Responsibilities: <i>High School Principal: identify other food sale vendors on campus, spread information to faculty/staff, create involvement and accountability for program among faculty/staff</i>	
	Member 3 – Role & Responsibilities: <i>Custodial Manager: identify possible trash concerns and offer solutions, locate electrical sources for POS</i>	
	Member 4 – Role & Responsibilities: <i>District Public Relations Specialist: brainstorm marketing strategies for new breakfast model, identify other key partners</i>	
	Member 5 – Role & Responsibilities: <i>Transportation Manager: identify arrival times of buses, address parking concerns</i>	
Tasks & Expected Work Products	Tasks <i>Determine best location of breakfast kiosk</i>	Work Products <i>Final breakfast kiosk location with detail about the flow of traffic through the line</i>
Project Timeline	<i>Grab & Go service will begin first day of Spring semester</i>	
Resources Available	<i>Local supermarket will donate toothpicks and condiment cups used to pass out free Grab & Go breakfast samples to students.</i>	