



PBS Team Meeting Checklist

- Data distributed to all team members in advance
 - Offer direction/ideas to get everyone started; Staff feedback to help prioritize
- Meeting agenda distributed in advance and includes:
 - Items to applaud
 - Priority/critical issues to address as determined by data, district
 - Follow-up items from previous meetings' Action Plan
- Items have specific time limits that are followed
- Meeting starts & ends on time
- Team members come to the meeting with ideas for problem identification and analysis
- Team leader moves team through agenda
- Meeting minutes are recorded
 - Action plan items, responsibilities, time frames/deadlines
- Team stays on-topic (Team leader, Timekeeper)
- Every team member contributes to discussion
- New items added to the action plan
- Action Plan is updated
 - Old items reviewed
 - Evaluation results are reflected in plan
- Every team member volunteers for action plan items
 - Members are clear about what will be done by whom before the next meeting
- Team addresses conflict constructively
- Team rules by consensus
- Team understands how current plans fit with the school's larger objective