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