Team Meeting Checklist

☐ Data distributed to all team members in advance
  ☐ Consider offering direction/ideas to get everyone started, faculty feedback to help them prioritize

☐ Team members come to the meeting with ideas for Problem ID statements, hypotheses

☐ Meeting agenda is distributed in advance, and includes:
  ☐ Items to applaud
  ☐ Priority/Critical issues (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 leader moves team through agenda

☐ Meeting minutes are recorded
  ☐ Including 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
  ☐ Team 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

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