



Meeting title:

Date:

Name of School/LEA/Region/State:

Before the Meeting

Standing Meeting Norms

What norms are needed to set the tone and expectations for our team?

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Attendees

Do our members represent specific stakeholder roles? Do our members reflect characteristics and expertise needed to achieve our goals?

Name	Role

Meeting Goals

What are the goals for this meeting?

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During the Meeting

Agenda/Actions/Decisions				
What decisions have we arrived at today? What other action do we need to take to reach implementation? Who will carry out these tasks? By when?				
Agenda Items	Discussion	Action/Decision	Person(s) Responsible	By When
Celebrations				
Updates				
New Items				

Facilitators & Barriers Identified		
What helps facilitate our work? What barriers exist that might impede implementation? How will we address these?		
What helps?	What hinders?	What next?

Communication		
Who else needs to know about what we discussed today? Who is responsible for telling them? By when?		
Communication Needed	Person(s) Responsible	By When



After the Meeting

Continuous Improvement What made the meeting successful? What should we improve?	
Successes	Improvements

Next Meeting(s) When will we meet to continue our work? What agenda items will we need to discuss? Are there carry-over items from today's meeting that will need to be addressed at a future meeting?		
Date	Time	Agenda Items