

AFTER Meeting

1. At the end of meeting ask team members to evaluate the meeting and record answers.
2. Send out/share updated notes digitally or remind everyone at the end of meeting where the notes are located in the schools (drive, folders, etc.)

Note Taker

STEP 4: EVALUATE THE MEETING (5 MIN)			
Question	Check Appropriate		
	Yes	So-So	No
1. Was today's meeting a good use of our time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. In general, did we do a good job of tracking whether we're completing the tasks we agreed on at previous meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. In general, are the completed tasks having the desired effects on student behavior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. In general, are the completed tasks having the desired effects on student academic performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If some of our ratings are "so-so" or "no," what can we do to improve things?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Complete Step 4
at END of Mtng

Ask team members to evaluate meeting and document answers

Share Agenda
Notes with
Team Members
AFTER mtng.

TECHNICAL ASSISTANCE TOOLS

COLLABORATIVE & INTERPERSONAL NON-JUDGEMENTAL PHRASES

Let me see if I understand...?
To better help me understand can you give me an example of...?
So, what I hear you/us saying/suggesting is.....?
I hear you saying that you are primarily concerned with...?

What do you/we think about....?
How might you/we see happening in the classroom, hallway, etc. if.....?
What's another way you/we might.....?
Have we/you considered what the data shows?

Free Digital Communication Resources

School Email
Remind 101 App. <https://www.remind.com/>
Slack App. <https://slack.com/>
Team Reach App. <http://www.teamreach.com>

Agenda Files for each school year can be kept in one spreadsheet or in file folder. Agenda can be adjusted to fit the teams needs and for ease of use for note taker.

TIPS Material

<http://bit.ly/2MzDnDk>

Stages of Group Development

<http://bit.ly/2P9v9nA>



FOLLOW
Agenda



INVOLVE
Team Members



VALUE
Collaboration
&
Time



ENGAGE
in
Solution Focused
Practice

FOLLOW UP **4** COMPLETION