PRACTICES

SYSTEMS

Run Effective Meetings and Meeting Agenda

Note Taker Role & Responsibilities

NOTE TAKER

- Use a word processor (i.e., copy, paste, add rows, save)
- Listen to the discussion and paraphrase critical information in written form
- Be fluent with Meeting Agenda form

BEFORE Meeting

- Note taker or Facilitator will select the meeting room in advance.
- 2. Meeting room should be equipped with a projector, smartboard, or apple tv for the team to review data and agenda on.

To support consistency and technical needs host the meeting in the same designated room, as much as possible.

- 3. Bring an electronic device to meeting for note-taking, or verify there is an available device in the designated meeting room for note-taking.
- 4. Print agenda for team members, if a print copy is preferred.

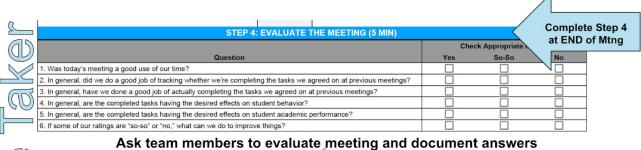
DURING Meeting

- 1. ALL Team members are responsible for collaborative communication that builds trust and is non-judgemental.
- 2. Consider other contributing factors when accurately identifying problem.
- 3. Write problem statement as identified by team and list solutions, interventions, and follow-up plans.



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.)







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





Team Members



Collaboration

&



in Solution Focused **Practice**

