

AFTER Meeting

1. Evaluate the meeting and give honest feedback to note taker.
2. Review updated agenda in the shared drive or through email.
3. Follow up with Facilitator on assigned task or time-sensitive items not covered discussion.

Team Member

STEP 4: EVALUATE THE MEETING (5 MIN)			
Question	Check Appropriate Rating		
	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"/>

Evaluate Meeting
Step 4
at END

Team members need to give honest feedback.

Review and
update assigned
Task
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>

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