

Collaborative Team Meeting Monitoring Tool

Beginning of Meeting Look Fors:	Observed?
Did the meeting start on time with everyone present?	
Were the norms & accountability protocol read?	
Were the SCCSD Mission Statement & Purpose read?	
Was the MIS Vision read?	
Did the participants come prepared?	
Middle of Meeting Look Fors:	Observed?
Which PLC critical question did the conversation center around? (<u>Leading with Intention</u> : pgs. 74-75)	1 2 3 4
COMMENTS:	
End of Meeting Look Fors:	Observed?
Was the short-term SMART goal updated/referenced?	
What was produced as a result of this meeting (ex. assessments, data, unit plan, instructional/intervention strategies, activities, etc.)	
Was the homework assigned for the next meeting?	

Reflection Questions

Keep in the mind the following....

1. Does every meeting begin stating the norms?
2. Are norm violations addressed?
3. Are the individual roles being followed?
4. Have you taken the time to understand the responsibilities of each role?
5. Is there a structure to the meeting – or is it just a free open discussion of whatever comes to mind?
6. How much time is spent talking about students versus how much time is taken by planning what topic is being covered for the upcoming week?
7. How much time is taken up by discussing the following:
 - a. How are we differentiating this lesson?
 - b. What kinds of higher order questions can we ask during this lesson?
 - c. How are we assessing during the lesson?
8. How often is data (by student/by teacher) brought to meetings (a copy for each) and discussed?
9. What happens when someone doesn't bring their data (ie. didn't have time to grade it yet)?
10. How often do you visit your norms or have those “heart to heart” conversations to become better?