



Meeting Wise
 Making the Most of
 Collaborative Time for Educators

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The Meeting Wise Checklist—Full Version			
		YES	NO
PURPOSE	1. Have we identified clear and important meeting objectives that contribute to the goal of improving learning?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Have we established the connection between the work of this and other meetings in the series?	<input type="checkbox"/>	<input type="checkbox"/>
PROCESS	3. Have we incorporated feedback from previous meetings?	<input type="checkbox"/>	<input type="checkbox"/>
	4. Have we chosen challenging activities that advance the meeting objectives and engage all participants?	<input type="checkbox"/>	<input type="checkbox"/>
	5. Have we assigned roles , including facilitator, timekeeper, and note taker?	<input type="checkbox"/>	<input type="checkbox"/>
	6. Have we built in time to identify and commit to next steps ?	<input type="checkbox"/>	<input type="checkbox"/>
	7. Have we built in time for assessment of what worked and what didn't in the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
PREPARATION	8. Have we gathered or developed materials (drafts, charts, etc.) that will help to focus and advance the meeting objectives?	<input type="checkbox"/>	<input type="checkbox"/>
	9. Have we determined what, if any, pre-work we will ask participants to do before the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
PACING	10. Have we put time allocations to each activity on the agenda?	<input type="checkbox"/>	<input type="checkbox"/>
	11. Have we ensured that we will address the primary objective early in the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
	12. Is it realistic that we could get through our agenda in the time allocated?	<input type="checkbox"/>	<input type="checkbox"/>