Meeting Wise
Making the Most of
Collaborative Time for Educators

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978-1-61250-694-4
200 PAGES/INDEX

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?	☐	☐
	2. Have we established the *connection* between the work of this and other meetings in the series?	☐	☐
PROCESS	**3.** Have we incorporated *feedback* from previous meetings?	☐	☐
	4. Have we chosen challenging *activities* that advance the meeting objectives and engage all participants?	☐	☐
	5. Have we assigned *roles*, including facilitator, timekeeper, and note taker?	☐	☐
	6. Have we built in time to identify and commit to *next steps*?	☐	☐
	7. Have we built in time for *assessment* of what worked and what didn't in the meeting?	☐	☐
PREPARATION	**8.** Have we gathered or developed *materials* (drafts, charts, etc.) that will help to focus and advance the meeting objectives?	☐	☐
	9. Have we determined what, if any, *pre-work* we will ask participants to do before the meeting?	☐	☐
PACING	**10.** Have we put *time allocations* to each activity on the agenda?	☐	☐
	11. Have we ensured that we will address the *primary objective* early in the meeting?	☐	☐
	12. Is it *realistic* that we could get through our agenda in the time allocated?	☐	☐