



Meeting Wise
 Making the Most of
 Collaborative Time for Educators

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Meeting Wise Agenda Template						
MEETING AGENDA [date], [start time] – [end time] [location]						
TOPIC:	Attendees: Facilitator: Note taker: Timekeeper:					
MEETING OBJECTIVES: <ul style="list-style-type: none"> • [objective 1] • [objective 2] • [objective 3] 						
TO PREPARE FOR THIS MEETING, PLEASE: <ul style="list-style-type: none"> • Read this agenda [optional: and reply to (name) with feedback by (date)] • [other pre-work task] 						
Schedule [XX minutes]						
TIME	MINUTES	ACTIVITY				
X:XX-X:XX	X	Check-in and review objectives of this meeting and how they connect to the objectives for our remaining team meetings this year				
X:XX-X:XX	X	Review next steps from our previous meeting				
X:XX-X:XX	X	Review plus/deltas from our previous meeting <table border="1" style="margin-left: 20px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Plus</th> <th style="width: 50%; padding: 5px;">Delta</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">• [pluses from previous meeting]</td> <td style="padding: 5px;">• [deltas from previous meeting]</td> </tr> </tbody> </table>	Plus	Delta	• [pluses from previous meeting]	• [deltas from previous meeting]
Plus	Delta					
• [pluses from previous meeting]	• [deltas from previous meeting]					
X:XX-X:XX	X	[objective 1]				
X:XX-X:XX	X	[objective 2]				
X:XX-X:XX	X	[objective 3]				
X:XX-X:XX	X	Review next steps				
X:XX-X:XX	X	Assess what worked well about this meeting and what we would have liked to change <table border="1" style="margin-left: 20px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Plus</th> <th style="width: 50%; padding: 5px;">Delta</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">•</td> <td style="padding: 5px;">•</td> </tr> </tbody> </table>	Plus	Delta	•	•
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