[INSERT LOGO HERE]

| **Team Meeting Agenda** |  | **Team**: |  |
| --- | --- | --- | --- |

| **Today’s Meeting** | **Date** | **Time** (Begin) | **Time** (End) | **Location** |  | **Team Expectations** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | 1. |  |
|  |  |  |  |  |  |  | 3. |  |
| **Team Members & Attendance** (Check box if present) |  | 4. |  |
|  | **Name** | **Professional Role** | **Meeting Role** |  | 5. |  |
|  |  |  | Facilitator |  |  |  |  |
|  |  |  | Note Taker |  | **Agenda Items** | **Allotted Time** |
|  |  |  | Data Analyst |  | 1. |  |  |
|  |  |  | Time Keeper  |  | 2. |  |  |
|  |  |  |  |  | 3. |  |  |
|  |  |  |  |  | 4. |  |  |
|  |  |  |  |  | 5. |  |  |
|  |  |  |  |  | 6. |  |  |
|  |  |  |  |  | 7. |  |  |
|  |  |  |  |  | 8. |  |  |

| **Progress Updates** |
| --- |
| **Previous Agenda Item** | **Solutions Implemented** | **Current Status of Problem (Check if completed)** | **Next Steps (If follow-up is needed)** |
| **Plan** | **Team/Individual(s) Responsible** | **Timeline** |
|  |  |  |  |  |  |
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| **Action Planning** |
| --- |
| **Agenda Item** | **Current Status of Problem (Include Relevant Data)** | **Previous Interventions/ Attempts to Resolve** | **Action steps** |
| **Plan** | **Team/ Individual(s) Responsible** | **Timeline** | **Resources Needed** | **Measurement of Impact/Progress** |
|  |  |  |  |  |  |  |  |
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| **Organizational/Housekeeping Task List** |
| --- |
| **Item** | **Discussion** | **Decisions & Tasks** | **Who?** | **By When?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| **Next Meeting** |
| --- |
| **Agenda Items** | **Team/Individual(s) Responsible** | **Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| **Next****Meeting** | **Date** | **Time** (Begin) | **Time** (End) | **Location** | **Additional Notes/Info** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |

| **Evaluation of Team Meeting[[1]](#footnote-0)** | **Our Rating** |
| --- | --- |
|  |  | Yes | So-So | No |
| 1. | Was today’s meeting a good use of our time? |  |  |  |
| 2. | In general, did we do a good job of ***tracking*** whether we’re completing the tasks we agreed on at previous meetings? |  |  |  |
| 3. | In general, have we done a good job of actually ***completing*** the tasks we agreed on at previous meetings? |  |  |  |
| 4. | In general, are the completed tasks having the ***desired effects*** on student behavior?  |  |  |  |

| **Self-Evaluation[[2]](#footnote-1)** | **My Rating** |
| --- | --- |
|  |  | Usually | Sometimes | Rarely |
| 1. | I show up as my ***best self*** to our team meetings. |  |  |  |
| 2. | I ***look forward*** to our meetings. |  |  |  |
| 3. | I feel that I can ***meaningfully contribute*** during our meetings. |  |  |  |
| 4. | I feel that team members are ***respectful*** to each other. |  |  |  |
| 5.  | I feel that we all ***learn*** from each other. |  |  |  |
| 6. | I feel that the facilitator/lead holds a ***safe space*** for learning and collaboration. |  |  |  |
| 7. | I feel that our work together will serve our ***students***. |  |  |  |
| 8. | I feel that our work together ***stays focused*** on our purpose, goals, or projects. |  |  |  |
| 9. | I leave our meetings feeling ***stretched***, ***energized***, and/or ***inspired***. |  |  |  |
| 10. | I feel that my feedback on our meetings is ***acknowledged***. |  |  |  |

1. TIPS II Training Manual (2013). [www.uoecs.org](http://www.uoecs.org) [↑](#footnote-ref-0)
2. Aguilar, E. (2016). *Team temperature check*. The Art of Coaching Teams: Building Resilient Communities that Transform Schools. Jossey-Bass. <https://brightmorningteam.com/wp-content/uploads/2018/10/Exhibit-3.1-Team-Temperature-Check.pdf> [↑](#footnote-ref-1)