



Meeting Wise
 Making the Most of
 Collaborative Time for Educators
 Kathryn Parker Boudett
 and Elizabeth A. City
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 200 PAGES/INDEX

Meeting Wise Agenda Template						
MEETING AGENDA [date], [start time] – [end time] [location]						
TOPIC:		Attendees: Facilitator: Note taker: Timekeeper:				
MEETING OBJECTIVES: • [objective 1] • [objective 2] • [objective 3]						
TO PREPARE FOR THIS MEETING, PLEASE: • 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="width: 100%;"> <thead> <tr> <th>Plus</th> <th>Delta</th> </tr> </thead> <tbody> <tr> <td>• [pluses from previous meeting]</td> <td>• [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="width: 100%;"> <thead> <tr> <th>Plus</th> <th>Delta</th> </tr> </thead> <tbody> <tr> <td>•</td> <td>•</td> </tr> </tbody> </table>	Plus	Delta	•	•
Plus	Delta					
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Data Wise Meeting Agenda Template

Rita M. Bean, Jacy Ippolito



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