Components of Effective Agendas

|  |  |  |  |
| --- | --- | --- | --- |
| Component | All | Some | None |
| **Team name, date/time, location**. Necessary logistics for any meeting when you want full participation. People need to know the time, date, and location of meeting. Team/Group name is important to include as there may be members who are on multiple teams, and they need to be clear as to which team is meeting. |  |  |  |
| **Norms.** Meeting working agreements/team norms should be on every agenda. It is a constant reminder of expected collaborative behaviors. |  |  |  |
| **Assigned roles**. At minimum, team members need to be assigned to take notes, keep track of time, keep the discussion on track and any other roles the team decides will be helpful. |  |  |  |
| **Clear objectives/outcomes.** When you place the outcomes/goals of the meeting on the agenda, you are sending a gentle reminder to come prepared and stay on track with the discussion. This can also help focus the meeting and is especially critical when reviewing student data. It is suggested that the use of outcomes, instead of topics, sets a tone for desired accomplishment and goals. Using the word topic suggests items for discussion, whereas outcomes promotes action. |  |  |  |
| **Review past items**. By including a time for past items, it provides an opportunity to reflect, update or report on prior business and holds team members accountable for follow-up. |  |  |  |
| **New items**. New topics should be placed on the agenda so members will have time to consider the item prior to the meeting and bring well thought out ideas to the table. |  |  |  |
| **Team decisions including tasks, person responsible and follow up dates**. What was agreed upon at the meeting? Who will follow up and by what date? |  |  |  |
| **Celebrations**. Don’t skip this one! When teams take time to reflect on what they have done well and accomplished, it promotes a sense of group efficacy which as Hattie points out strongly supports student learning. |  |  |  |
| **Next meeting date, time, location**. Prompts participants to go ahead and schedule in their calendars. |  |  |  |
| **Consistent template.** Foreasy reference and to make the agenda easier to read and fill out. |  |  |  |
| After you complete the checklist, make a note of next steps, who is responsible for completing the step, along with the due date on an Action Plan. | | | |

Note: Ensure your agenda is appropriate for discussing behavioral and academic issues.