



**Meeting Wise**  
Making the Most of  
Collaborative Time for Educators

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and Elizabeth A. City

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

Meeting Wise Agenda Template						
<p align="center"><b>MEETING AGENDA</b> [date], [start time] – [end time] [location]</p>						
<p><b>TOPIC:</b></p>		<p><b>Attendees:</b> <b>Facilitator:</b> <b>Note taker:</b> <b>Timekeeper:</b></p>				
<p><b>MEETING OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>• [objective 1]</li> <li>• [objective 2]</li> <li>• [objective 3]</li> </ul>						
<p><b>TO PREPARE FOR THIS MEETING, PLEASE:</b></p> <ul style="list-style-type: none"> <li>• Read this agenda [optional: and reply to (name) with feedback by (date)]</li> <li>• [other pre-work task]</li> </ul>						
<p><b>Schedule</b> [XX minutes]</p>						
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	<p>Review plus/deltas from our previous meeting</p> <table border="1"> <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	<p>Assess what worked well about this meeting and what we would have liked to change</p> <table border="1"> <thead> <tr> <th>Plus</th> <th>Delta</th> </tr> </thead> <tbody> <tr> <td>•</td> <td>•</td> </tr> </tbody> </table>	Plus	Delta	•	•
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•	•					