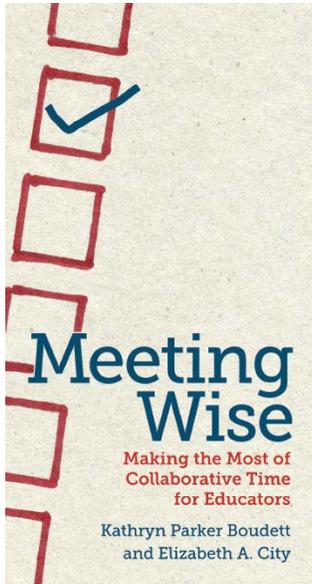


Table: Criteria and Answers (Yes or No)



Meeting Wise  
Making the Most of  
Collaborative Time for Educators

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The Meeting Wise Checklist—Full Version			
		YES	NO
PURPOSE	1. Have we identified clear and important meeting <b>objectives</b> that contribute to the goal of improving learning?	D	D
	2. Have we established the <b>connection</b> between the work of this and other meetings in the series?	D	D
PROCESS	3. Have we incorporated <b>feedback</b> from previous meetings?	D	D
	4. Have we chosen challenging <b>activities</b> that advance the meeting objectives and engage all participants?	D	D
	5. Have we assigned <b>roles</b> , including facilitator, timekeeper, and note taker?	D	D
	6. Have we built in time to identify and commit to <b>next steps</b> ?	D	D
	7. Have we built in time for <b>assessment</b> of what worked and what didn't in the meeting?	D	D
PREPARATION	8. Have we gathered or developed <b>materials</b> (drafts, charts, etc.) that will help to focus and advance the meeting objectives?	D	D
	9. Have we determined what, if any, <b>pre-work</b> we will ask participants to do before the meeting?	D	D
PACING	10. Have we put <b>time allocations</b> to each activity on the agenda?	D	D
	11. Have we ensured that we will address the <b>primary objective</b> early in the meeting?	D	D
	12. Is it <b>realistic</b> that we could get through our agenda in the time allocated?	D	D