

Team Meeting Checklist

How effective are your team meetings? Each team member should evaluate the team's meetings by checking the items that are true of your team meetings. Compare team member responses. Acknowledge what is working well in your team meetings. Consider implementing unchecked items to improve team efficiency.

- Family members participate as they prefer.
- Meetings are held at a regularly scheduled time.
- Meetings start on time.
- Seating arrangement is conducive to communication.
- All pertinent team members have been invited.
- All pertinent team members attend.

- Meetings are guided by an agenda.
- During the meeting, agenda items are identified for the next meeting.
- Meeting minutes are recorded.
- Minutes are distributed in a consistent manner to absent members.
- The team has a system to convey necessary information to non-team members as needed.

- A leader or facilitator is designated for each meeting.
- The team accomplishes tasks on the meeting agenda.
- The meeting concludes with a summary or review time.
- The meeting ends on time.

- Each team member feels free to express his/her feelings.
- The team explores multiple solutions before selecting a solution.
- The team uses a collaborative problem-solving process.
- The meeting is facilitated by roles such as recorder, time keeper, jargon buster, etc., which change with each meeting.

Adapted from: Kansas State Board of Education. (1992). Collaborative teaming for inclusion-oriented schools: A resource manual. Topeka, KS: Author.