Six Meetings Review Chart With Notes

Take a look at the bulleted points for each meeting in the following template, and then write your thoughts in the space provided for any action steps you may need.

Daily Check-In Meeting

- Meet for five minutes immediately after students begin class.
- Stand up outside the main office area.
- Do a quick check of information needed for the day.

Notes for Daily Check-In Meeting:

Weekly Office Team Meeting

- Meet for sixty to seventy-five minutes with real-time agenda.
- Begin with critical weekly information.
- Facilitate the lightning round with team members.
- Select topics for discussion for the remainder of the meeting.
- Designate any topical meetings, if needed.
- Close with the three clarifying questions.
    a. What have we decided today that we need to share with others?
    b. Exactly when will we share this information?
    c. How will we share this information?

Notes for Weekly Office Team Meeting:

Topical Meeting

- Meet for a number of minutes dependent on the topic.
- Discuss one topic only.
- Ensure relevant people are in attendance and bring needed information and data.
- Report results of this meeting in the leadership team and school office team meetings.
- Close with the three clarifying questions.

Notes for Topical Meeting:

The Deliberate and Courageous Principal © 2022 Solution Tree Press • SolutionTree.com
Visit **go.SolutionTree.com/leadership** to download this page.

Biweekly Leadership Team Meeting

- Meet for sixty to ninety minutes with real-time agenda.
- Begin with critical information.
- Facilitate the lightning round with team members.
- Choose topics to discuss for the remainder of the meeting.
- Designate any topical meetings, if needed.
- Close with the three clarifying questions.
    a. What have we decided today that we need to share with others?
    b. Exactly when will we share this information?
    c. How will we share this information?

Notes for Biweekly Leadership Team Meeting:

Monthly Faculty Meeting

- Meet for sixty minutes.
- Begin with a positive reflection. (Ten minutes)
- Spend meaningful time on a curricular or academic highlight. (Thirty-five to forty minutes)
- Share a closing motivation. (Ten minutes)

Notes for Monthly Faculty Meeting:

Semester Off-Site Meeting

- Meet for four hours to a full day.
- Create or revise the vision.
- Review the principal playbook.
- Engage in team-building activities.
- Close with the three clarifying questions.
    a. What have we decided today that we need to share with others?
    b. Exactly when will we share this information?
    c. How will we share this information?

Notes for Semester Off-Site Meeting:

The Deliberate and Courageous Principal © 2022 Solution Tree Press • SolutionTree.com
Visit **go.SolutionTree.com/leadership** to download this page.