

## FIGURE 2.2: INTERACTIVE CHART OF ELEMENTS OF A COLLABORATIVE MEETING

| Elements of a collaborative meeting   | Comments |
|---|----------|
| <p><b>Discussion and presentation:</b> What did you learn from the discussion or presentation about the topic (or about discussion or presentation strategies)?</p> |          |
| <p><b>Background information:</b> What impact did the background information sent before the meeting have on what you learned from today's meeting?</p>             |          |
| <p><b>Collaboration:</b> What stood out for you most today about your colleagues' responses to the topic?</p>   |          |
| <p><b>Application:</b> How will you use what you learned about today's topic to improve instruction and student learning?</p>                                       |          |
| <p><b>Follow-up:</b> What follow-up would you like to see on this topic?</p>  |          |