



# Planning for a Success Team Meeting

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## Purpose

Strong meeting facilitation is integral to achieving the goals of any team. This collection of tools is intended to help Team Leads and/or administrators hold effective and productive meetings.

## How & When to Use

Successful meetings start with proper preparation. This is followed by intentional facilitation that organizes team members around current and new tasks. The final step is ensuring timely follow-up on agreed-upon tasks and clear communication about subsequent meetings. Teams Leads can use these tools to help them during each step of the process.




# Connections to Framework

The [Freshman Success Framework](#) is the foundation for effective school practice on On-Track and student success. The Network for College Success has seen the greatest and most sustainable gains for freshmen when schools develop high-functioning educator professional learning communities, which we call Success Teams.

This Tool Set focuses on the below actions of a Success Team stemming from the Freshman Success Framework.

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Elements	Success Team
<p><b>Setting Conditions</b></p> 	<ul style="list-style-type: none"> <li>• Develops effective meeting strategies, such as establishing a mission statement and clear purpose, and building norms and action-oriented agendas</li> <li>• Shares Success Team roles and responsibilities conducive to freshman success work</li> <li>• Engages in regular, calendared Success Team meetings to 1) analyze data and 2) develop, monitor, and adjust interventions</li> <li>• Includes General Education and Special Education teachers, counselor(s), data technician, student advocate or dean, and/ or administration</li> </ul>

This Tool Set also highlights the actions stemming from the Framework for the Principal and Team Lead in support of the Success Team work.

### Team Lead

- Setting Conditions: Acquires foundational knowledge on the importance of freshman course performance as well as tools and strategies to lead the Success Team
- Implementation: Develops action-oriented meeting agendas that consistently address freshman success goals generally and intervention development, tracking, and evaluation specifically
- Implementation: Establishes team meeting conditions conducive to the successful execution of Success Team duties

### Principal

- Setting Conditions: Selects, programs, sets purpose, and provides foundational knowledge on freshman success work for core set of grade-level teachers
- Setting Conditions: Provides and protects team meeting calendar, with regular and sufficient time for 1) data analysis and 2) intervention development, monitoring, and adjustment



## Planning for a Success Team Meeting

# Success Team Meeting Planning Checklist

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This checklist guides the careful and intentional planning of team meetings.

## Planning for a Success Team Meeting

# Success Team Meeting Planning Checklist

### Before Event

- Identify/confirm meeting date, time, and location
- Develop agenda (best to plan at least 5 days in advance)
- Secure team members to serve in meeting roles, including:
  - Recorder (make sure the recorder has an electronic copy of agenda to type minutes directly into the agenda during the meeting)
  - Timekeeper
  - Parking lot attendant (someone who records issues that are important but not directly applicable to the meeting agenda)
  - Process observer
- Email meeting reminder at least 48 hours prior, including: date, time, location, and materials to bring (if appropriate)
- Create and compile all necessary materials, including:
  - Attendance sheet
  - Payroll sign-in sheet (when applicable)
  - Agenda
  - Point-in-time academic and attendance data
  - Point-in-time intervention tracking data
  - Materials for intervention implementation
  - Materials for celebratory activities
- Gather supplies and equipment needed for facilitation, including:
  - Chart paper, markers, highlighters, extra pens
  - Post-its and tape
  - Audio-visual equipment (as appropriate)
- Email agenda at least 24 hours prior to the meeting, including reminder to bring necessary materials
- Arrive early to set up meeting space
  - Seating so that all members can see each other
  - Chart paper posted where all members can see it
  - Attendance, agenda, and payroll sign-in sheets at room entrance (to prevent distraction by latecomers)
  - Extra pens around the seating area

### After Event

- Collect your supplies for safekeeping for the next meeting!
- Submit sign-in sheets to main office
- Archive a copy of the agenda and minutes
- Email the meeting minutes to team members within 48 hours or sooner if there are action items with immediate due dates



## Planning for a Success Team Meeting

# Success Team Meeting Agenda Template

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A tool that can serve as a thoughtful road map for accomplishing the goals of the team meeting.



## Success Team Meeting Agenda Template

Date:		Time:		School:		Grade:	
Previous Meeting:				Next Meeting:			
FACILITATOR:	RECORDER:	PARKING LOT:		PROCESS OBSERVER:		TIME KEEPER:	
PREVIOUS ACTION ITEMS		PERSON(S) RESPONSIBLE		DEADLINE		UPDATE/NOTES	
TOPIC		TIME		DISCUSSION			
Revisit previous action items (see above)		5 min					
Data Analysis Protocol: _____		20 min					
Intervention development, monitoring, or tracking of student progress		10 min					
Student-centered speak		10 min					
CURRENT ACTION ITEMS		PERSON(S) RESPONSIBLE		DEADLINE		UPDATE/NOTES	