

Inventories: Meeting

Information Processing: Exploring and Discovering, Organizing and Integrating

PROCESS

- At the end of a meeting, individuals complete a meeting inventory.
- The meeting inventory data is then presented at the start of the next meeting.
- Subgroups study data and make recommendations about which standards to work on in the current meeting.

ALTERNATIVES

- Conduct the study and recommendations as a full group when group size is 12 or fewer.

TIPS

- Meeting effectiveness and efficiency will improve when the use of this tool becomes habituated.
- Download a sample meeting inventory from www.adaptiveschools.com. Modify as necessary.