**Sample SEL Team Meeting Checklist**

 Collaborating closely with out-of-school time partners? See the [OST-enhanced version of this tool](http://schoolguide.casel.org/uploads/2019/01/tool-sample-meeting-checklist-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links). ([http://bit.ly/2L6Y1dU](http://schoolguide.casel.org/uploads/2019/01/tool-sample-meeting-checklist-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links))

**Before**

❏ Schedule meetings in a regular, repeating pattern, at least once monthly, for the entire school year
(example: every other Tuesday).

❏ [Develop an agenda in advance](https://schoolguide.casel.org/resource/sel-team-agenda/) that reflects the school’s SEL goals and action plan.

❏ Request additional agenda items from team members.

❏ Gather and summarize data for the team to use to monitor progress toward goals and make real-time pivots for continuous improvement.

❏ Send out the finalized agenda and a meeting reminder to team members at least one day in advance.

❏ Choose [a welcoming and closure activity](https://schoolguide.casel.org/resource/three-signature-sel-practices-for-adult-learning/) to be used at the beginning and end of the meeting.

**During**

❏ Use a welcoming activity to begin the meeting.

❏ Review the list of action items from the previous meeting and update progress.

❏ [Review and reflect on relevant data](https://schoolguide.casel.org/resource/sel-data-reflection-protocol/) for continuous improvement. Consider the time it might take to talk through the story that data tells about implementation progress.

❏ Collaborate to make progress on [planned action steps](https://schoolguide.casel.org/resource/sel-team-agenda/) to meet [SEL goals](https://schoolguide.casel.org/resource/developing-goals-for-schoolwide-sel/).

❏ Determine tasks that need to be completed and assign team members and due dates to each.

❏ Agree on what needs to be communicated to or asked of the larger school community.

❏ Agree on and capture what needs to be addressed at the following meeting.

❏ End with an optimistic closure.

**After**

❏ Send meeting minutes and next steps to the team and other stakeholders.

❏ Have team members communicate agreed-upon information to their stakeholder groups.

❏ Remind team members of their assigned action item(s).