**TOOL: Sample 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 for the entire school year   
(example: every other Tuesday).

❏ Request agenda items from team members  
(adding to the agenda that was developed at previous meeting).

❏ Develop an agenda at least two days in advance.

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

❏ Choose a check-in question or activity to be used at the beginning of the meeting.

**During**

❏ Use a check-in question or activity to begin the meeting.

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

❏ Explore at least one piece of data at each team meeting.

❏ Assign tasks or “action items” with due dates to members as necessary.

❏ Collaboratively draft the next meeting’s agenda.

**After**

❏ Send meeting minutes 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).