**Before**

* Schedule meetings in advance in a regular, repeating pattern for the entire school year (example: every other Tuesday) with consideration of work schedules of all team members.
* Request agenda items from team members (adding to the agenda that was developed at previous meeting).
* Finalize an agenda (based on the draft agenda generated at the previous meeting) 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 welcoming/inclusion activity (such as a check-in question) to be used at the beginning of the meeting (example: What success have you celebrated since our last meeting?).

**During**

* Model the Three Signature SEL Practices
* Ensure all members present have been identified by name. Promote comfort level of all members to vocally respond and share.
* Review the list of action items from the previous meeting and update progress.
* Explore at least one piece of data at each team meeting.
* Encourage both school and OST staff to share and contribute to meeting discussion. For example, ensure that different team members introduce or lead various meeting agenda topics. This may require the introduction of processes or protocols to encourage psychological safety and open participation.
* Assign tasks or “action items” with due dates to members as necessary. As members take responsibility for tasks, ask them to vocalize their optimism for success in achieving the anticipated outcomes.
* Collaboratively draft the next meeting’s agenda.
* End the meeting with an Optimistic Closure.

**After**

* Send meeting minutes to the team and other stakeholders.
* Have team members communicate agreed-upon information to their stakeholder groups. Document response and input of stakeholders for sharing with team members.
* Remind team members of their assigned action item(s).