Meeting Foundations Checklist

March 2023, Version 1.0

Purpose: The Meeting Foundations Checklist (MFC) is a progress monitoring tool for a team to use as a guide for implementing and sustaining meeting foundation best-practices. Completing the MFC provides the team a form for reviewing the functioning and health of the team and guides the team toward improving implementation of meeting foundations. The checklist points are converted to percentage of implementation across the 10 items.

Formats Available: Word, PDF, Excel

Procedure: Plan 5-10 minutes at the end of the meeting to complete the MFC. The team should use their consensus process to decide on the score for each item and record a 0, 1, or 2. The scores should be captured, and longitudinal scores should be looked at to ensure best practices are in place. If not, the team should plan to address issues.

Questions and Rubrics

1. Team roles (e.g., facilitator, minute taker, and data analyst) were established along with responsibilities for each role.

   2 points - Team roles (e.g., facilitator, minute taker, and data analyst) were established along with responsibilities for each role.

   1 point - Some team roles were established, or responsibilities were completed for SOME team roles.

   0 points - Roles and responsibilities were not established, nor completed.

2. Team norms were reviewed and followed by all members of the team; decision rules/consensus protocol was used (if necessary).

   2 points - Norms were reviewed and followed by all members of the team and consensus protocol was used (if necessary);

   1 point - Norms were reviewed and followed by some members of the team and consensus protocol was used (if necessary).

   0 points - Norms, expectations, and decision rules were not followed.

3. Team members attended the meeting promptly, actively engaged in discussions and meeting activities, and remained present for the entire meeting.

   2 points - 75% or more of team members attended promptly, actively engaged in discussions and meeting activities, and remained present for the entire meeting.

   0 points - Less than 75% of team members attended promptly, actively engaged in discussions and meeting activities, and remained present for the entire meeting.

4. At least one team member at the executive level who can make budget and resource decisions (e.g., superintendent, principal) attended promptly and remained present for the duration of the meeting.

    2 points - At least one executive level team member attended promptly and remained present until the end of the meeting.

    0 points - Executive level team member did not attend promptly and remain present until the end of the meeting.

5. The COMTSS coordinator and required team members (district and/or school representatives) attended the meeting promptly and remained present for the duration of the meeting.

    2 points - All were present.

    1 point - Coordinator or other required team members were present, but not both.

    0 points - Neither the Coordinator nor required team members were present.

6. Meeting started and ended on time.

    2 points - Meeting started and ended on time (within 10 minutes).

    0 points - Meeting started or ended more than 10 minutes late.

7. An agenda was used to define the topics and guide meeting discussion and was available to all to participants prior to and during the meeting.

    2 points - An agenda was used to define topics and guide meeting discussion and was available for all participants to refer to during the meeting.

    1 point - An agenda was used but was not available for participants during the meeting.

    0 points - An agenda was not used.

8. Topics in the agenda were covered within an approximate amount of time indicated in the agenda or adjusted based upon the team's need.

    2 points - Topics in the agenda were covered within an approximate amount of time indicated in the agenda or adjusted based upon the team's need.

    1 point - Topics in the agenda or exceeded/did not use the time allotted without team consensus.

    0 points - Not all topics were covered, or an agenda was not used.

9. At the start of the meeting, previous meeting notes were reviewed, and action items updated.

   2 points - Both previous meeting notes and action items were reviewed and updated at the start of the meeting.

   1 point - Either previous meeting notes or action items were reviewed and updated at the start of the meeting, but not both.

   0 points - Neither previous meeting notes nor action items were reviewed and updated at the start of the meeting.

10. Meeting notes are routinely distributed within 24 hours.

   2 points - Meeting notes are distributed to the team within 24 hours of the meeting at least 80% of the time.

   1 point - Meeting notes are distributed to the team, but within 24 hours of the meeting less than 80% of the time.

   0 points - Meeting notes are not actively distributed to all team members.

Record Scoring

Meeting Date	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	Total (Average)