

TOOL

Outcomes for Team Meetings



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Outcomes for Team Meetings

Purpose

This tool provides examples of clear, specific outcomes that guide effective team meetings. It helps teams move beyond vague agendas and toward purposeful conversations that lead to decisions, alignment, and action.

When to Use

Use this tool when planning team meetings, especially when meetings feel unfocused, repetitive, or unproductive. It is also useful when supporting team leaders in strengthening how they design and facilitate meetings.

How to Use It

Review the examples and identify what makes the outcomes clear and actionable. Use them as models to craft your own meeting outcomes, ensuring each one specifies what the team will do and why it matters. Strong outcomes should guide the agenda, shape facilitation decisions, and make it clear how time will be used. Revisit outcomes during and after meetings to assess whether they were achieved.

Outcomes for Team Meetings

Team	Outcomes for Meeting
School leadership team	<p><i>To analyze teacher retention data to inform our plan for next year's new teacher support systems.</i></p> <p><i>To assess the impact of our PD on reading comprehension in semester one so that we can revise our plan for Semester 2.</i></p> <p><i>To understand the work plans for each department so that we can support each other and hold each other accountable.</i></p> <p><i>To analyze student attendance data so we can modify our advisory curriculum.</i></p> <p><i>To make decisions about next year's schedule.</i></p>
School administrative team	<p><i>To understand the new protocol for receiving new students and agree on a schedule.</i></p> <p><i>To decide on the teacher evaluation calendar and align our practices for evaluations.</i></p> <p><i>To review office referral data and identify the key moments in the day when we need to be in the halls.</i></p> <p><i>To discuss the conflict we had last week in the staff meeting and identify next steps.</i></p> <p><i>To understand each other's leadership history and styles so that we can align on our roles and empathize with each other.</i></p>
District math leadership team	<p><i>To report on the implementation of the new math curriculum and share challenges and successes.</i></p> <p><i>To plan for district-wide professional development on new curriculum.</i></p> <p><i>To decide on a focus area for the second semester's PD for teachers.</i></p> <p><i>To review the new assessment tools, clarify confusion about the process, and plan for how to introduce these to teachers.</i></p>

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