Get ready to support the team’s work by regularly holding meetings to check in. Use the suggestions on this page and the Agenda and Notes Template to help you.

**Before the Meeting:**
- **Set a time:** Make sure everyone knows the start and end time. Pass out and stick to an Agenda if possible.
- **Gather materials:** Depending on what you need to accomplish at your meeting, make sure you have a whiteboard and markers, flip chart, construction paper, or whatever else you’ll need.
- **Be comfortable:** Make sure that your meeting space has enough seating and good lighting. Sit in a circle or other configuration so everyone can see each other. Use “Meeting in Progress” signs to limit interruptions and distractions.

**Starting the Meeting:**
- At each team meeting, we suggest having a different team member explore our Meeting Activities (launching October 2017) on the inspirED website and share the activity with the group. Take turns leading this part of the meeting.

**During the Meeting:**
- Use the Meeting Notes/Agenda Outline to keep your meeting on track. See the template on the following page.

**Ending the Meeting:**
- Close the meeting by making sure everyone knows when and where the next meeting will be and what they agreed to do by that time.

Additionally, here are some other ideas to keep in mind:

**Setting-up Meetings**
- At your first meeting, you have a few important things to do!
  - Get to know everyone - start with a name game or other icebreaker.
  - Plan to choose **Team Roles**.
  - Plan to measure your School Climate.
- At your second (and maybe third or fourth) meetings, you may want to...
  - Choose and announce team roles.
  - **Review data** about your School Climate.
  - **Brainstorm ideas** and **Discuss Project Ideas**.
- Plan at least one meeting to complete the Project Planning Framework.

**End-of-Year or End-of-Project Meetings**
- When you’re done, don’t forget to **celebrate** your success and thank everyone who helped!
- Share your accomplishments with inspirED@fb.com.
- Elect officers for next year
- Say goodbye to graduating seniors
- Thank your advisor for their support
- Share the results of your school climate surveys and your inspirED project with your school
- Share your accomplishments with inspirED by sending to inspirED@fb.com