

My Team Meeting

PREPARING TO LEAD

Directions: Read through this document (front and back). Use it to help you prepare for your upcoming team meeting where your parent(s)/ guardians, teachers, and (perhaps) principal/ counselors will be present.

- While in Ms. Reed's office, think about what you would like to share/ discuss during the upcoming meeting. **Create your agenda** using the template provided. When you create your agenda, you will be asked to come up with 3 agenda items (including 1 **source of Pride** and 2 **Goals/ Areas for Growth**). For ideas on what to use for your source of pride or your goals See Page 2.
- ☀ **Step 1:** While in Ms. Reed's office, think about what you would like to share/ discuss during the upcoming meeting. **Create your agenda** using the template provided. When you create your agenda, you will be asked to come up with 3 agenda items (including 1 **source of Pride** and 2 **Goals/ Areas for Growth**). For ideas on what to use for your source of pride or your goals See Page 2.
- ☀ **Step 2:** Put Agenda in Ms. Rosa's mailbox for safe keeping.
- ☀ **Step 3:** Talk to your parent(s)/ guardians.
Remind him/her/them about the time and date of the meeting.
- ☀ **Step 4:** Show up to the meeting and lead us.
Use the agenda you created as your guide.

MORE ON BACK



★ The first thing you will put on your agenda is your
SOURCE OF PRIDE.
 Here are some sample items of pride which you can choose from,
 but feel free to create your own if you'd rather.

✱ **A Specific Assignment**

<i>For Instance:</i>	Science Notebook	Social Studies Portfolio Item	Copy of book you're reading that you enjoy
Literacy Essay	Math Stations Write-Up	Math POW	Mad Minute
Better, Better Draft from English	Painting from Art	Science Friday Write-Up	Any Homework or Classwork Assignment

feel free to bring copy of this assignment to the meeting to share

✱ **A Specific Success Story**

<i>For instance a story of a time you....</i>	did something for school even though you were unhappy or nervous about doing it at first	Helped a classmate or teacher	Improved at something
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✱ **A High School Ready Trait You Know you Possess (and how you know)**

<i>For Instance:</i>	Taking initiative; being a self starter	Time Management	Active Listening
Taking Responsibility for my actions	Setting Goals; Making Appropriate Plans for my Future	Asking Thoughtful Questions	Learning from my Mistakes
challenging myself to do try harder things	Being a role model for other students	Avoiding/ Resolving conflict (NVC)	Expressing myself creatively

★ The second thing you will put on your agenda are
TWO GOALS / AREAS FOR GROWTH.
 For each goal, you will also be asked to talk a little bit 2 goals/ or areas where you'd like to improve. Choose a goal from the list below or create your own if you'd rather.

Homework Completion	Limiting Disruptions in Class	Resolving Conflict with teachers	Impulse Control
★ Balancing Professionalism with Personality/ Playfulness	Asking for help when I don't understand something	Resolving Conflicts with a peer or peers	Putting less pressure on myself
Finding ways to stay motivated	Getting help in a certain subject or with a certain type of assignment: For example: Improving Science Notebook, Improving POWS,		

★ Boxes with stars in them should be filled out by student prior to the meeting.

My Team Meeting AGENDA

■ **Phase 1: Welcome & Introductions**— Welcome everyone to the meeting and thank people for coming. Do introductions. Make sure everyone learns everyone else’s name. Encourage handshakes.

■ **Phase 2: Intentions**— Remind everyone why we are here today, by reading the script below.....

“Recently, I took some time to think about how certain things are going for me in school and WHY they are going this way. Today I will share some of those thoughts with you. I will discuss not only things I am proud of, but also things I want to work on. As for the areas in which I need to grow, I have some ideas for how I can improve. I want to run those ideas by you today, and see if you have anything to add. By the end of the meeting, I hope that we have a plan in place that we all agree will help me become more successful in school.”

■ **Step 3: Agenda Review**— Quickly review the agenda so everyone knows what to expect.

■ **Phase 4: Discuss Agenda Item # 1 (Source of Pride)**— Explain item then ask parents/ teachers if they’d like to comment.

★ My Source of Pride is:

Briefly describe the item here:

.....
.....
.....

I feel proud about this because.....

.....
.....
.....
.....



Phase 5: Discuss Agenda Item # 2 (Primary Area for Growth)—
Explain item then ask parents/ teachers if they'd like to suggest more solutions.

★ My Primary Area for Growth is:

Describe how things are currently going in this area.....

.....

.....

I think I struggle in this area because.....

.....

I think it's important that grow in this area because:

.....

.....

In order to grow in this area, I could (list some things you could try)

.....

.....

In order to help me grow in this area, my parents/ teachers could

.....

.....

Notes: In the space below, write down anything you want to remember about comments made during meeting about Primary Growth Area

Phase 6: Discuss Agenda Item # 3 (Secondary Area for Growth)—
Explain item then ask parents/ teachers if they'd like to suggest more solutions.

★ My Secondary Area for Growth is:

Describe how things are currently going in this area.....

I think I struggle in this area because.....

I think it's important that grow in this area because:

In order to grow in this area, I could.....

In order to help me grow in this area, my parents/ teachers could

Notes: In the space below, write down anything you want to remember about comments made during meeting about
Secondary Growth Area

■ **Phase 7: Additional Agenda Items**— Ask the rest of the team if there is anything else they'd like to discuss today. If so, take time to discuss and take notes in the space below, if necessary.

Notes:

■ **Phase 8: Recap**— Mr. K will present a review of the meeting and remind the group what the ACTION STEPS are. Student will right down the plan in the space below..

MY ACTION STEPS		
<i>Primary Growth Area</i>	<i>Secondary Growth Area</i>	<i>Other</i>

■ **Phase 9: Last Words**— Each team member will make one final statement.

■ **Phase 10- Farewell- THANK** the team for coming together to meet today. Please let your parent or guardian know that **they have the option to stay and talk more with the teachers**, even though it is now time for you, as the student leader, to go back to class. **Shake hands** and head out. :)