

Documenting and Reflecting on Meetings

Last Updated: 11/2020

In our practice, two Google documents are created for each DAT which are used by facilitators on a weekly basis. The documents are a DAT's Journal and its Running Meeting Minutes. Each DAT member has access to their DAT's Minutes, but only facilitators have access to DAT Journals. Both documents have an active Table of Contents, like the one below. The Table of Contents are refreshed periodically and serve to keep entries very organized, with the newest entries placed at the top.

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Information Flow

Meeting agendas are usually planned by facilitators within a DAT's Journal. There is an Agenda Planning template in the Journal that is copied for each new meeting agenda. There, facilitators draft the agenda and may also write "notes to self" about facilitation options for the meeting.

The agendas are then copied into the DAT's Running Meeting Minutes document, once they are well worked out (and without the facilitators' notes to self). As the name suggests, meeting minutes are taken in this document, often by both co-facilitators tag-teaming on the documentation. Sometimes DAT members also help take minutes.

After each meeting, within the Journal facilitators copy the Reflection Template and complete a Reflection, while referencing over the meeting minutes in the Running Meeting Minutes. They then begin to plan the next agenda in the Journal, using a new copy of the agenda planning template. If the facilitators have ideas



that need to wait before being introduced to the DAT, those ideas are placed in a Parking Lot at the top of the Journal document.

A sample Journal containing templates for the Parking Lot, Agenda Planning, and Reflection is below. Following that, we have included a sample Running Meeting Minutes document, which contains a parking lot template and three example meeting agenda tables, which are used to illustrate our conventions for dating and naming entries.

Sample Journal

This is a confidential journal of reflections, planning, and ideas related to the DAT.

TABLE OF CONTENTS

Journal Parking Lot

Agenda Planning Template

Reflection Template

JOURNAL PARKING LOT

Topic	Discussion	When to address
Process skills for future meetings		
Resources to introduce to the DAT		
Project implementation activities		
1:1 conversations to have		
Evidence of Core Principles guiding behavior		



AGENDA PLANNING TEMPLATE

[Enter Date] [Enter Topic]

Members Present:

Topic	Conversation	Decision/Action
Materials to Bring		
Icebreaker 12:00-12:05		
Introductions and Announcements 12:05-12:10		
Meeting Goals and Agenda Review 12:10-12:15		
Process Skill 12:15-12:20		
Project Work 12:20-12:50		
Action Items and Agenda Planning 12:50-1:00		



REFLECTION TEMPLATE

[Enter Date] [Enter Topic]

Topic	Reflection	Decision/Action
Reflection Narrative		
Meeting goals		
Evidence of DAT Core Principles	<ol style="list-style-type: none"> 1. Students are partners in the educational process. 2. Work focuses on achieving collective positive outcomes. 3. Data collection, analysis, and interpretation inform decision-making. 4. Collaboration among group members is enjoyable, productive, and rewarding. 5. Continuous improvement is an upheld practice. 6. Work is grounded in a commitment to equity, inclusion, and social justice. 	
Other Defining Moments		

