

# SMART Meeting Pulse Check

Directions: Rate the following on a 1-5 scale

Meeting begins late	1 2 3 4 5	Meeting begins on time
Open meetings law not observed	1 2 3 4 5	Open meetings law implemented
Meeting norms ignored	1 2 3 4 5	Meeting norms observed
Purpose and agenda are vague	1 2 3 4 5	Purpose and agenda are clear
Some participate; others don't	1 2 3 4 5	Involvement is high
A few members exert all the influence	1 2 3 4 5	Influence is balanced
Members have side conversations	1 2 3 4 5	Members are "dialed in" to the discussion
Discussions ramble	1 2 3 4 5	Discussions focused
Little or no summation	1 2 3 4 5	Discussion is summarized often
Next steps are vague or unstated	1 2 3 4 5	Next steps are clear
Meeting is too long	1 2 3 4 5	Concise time frame is achieved
Meeting ends without closure	1 2 3 4 5	Close the meeting positively
No meeting critique	1 2 3 4 5	Members critique the meeting

Individual reflection: Have I contributed? Was I prepared? Did I inquire about the other person's point of view to make sure there's no misunderstanding? Did I critique, expand on and contribute fresh ideas?

LSGT reflection: Did the outcomes of this meeting have a positive on student success?