

Collaborative Meeting Space Checklist

We recognize that physical space is not always at a premium in schools, particularly when it comes to adult learning. After all, spaces for student learning should take precedent. However, we urge school leaders dedicated to enhancing staff collaboration to consider purposefully designing the space used for that purpose.

The following checklist can help when reflecting upon the thoughtful design of a space intended to be used for team collaboration in schools.

A [blog post](#) can also be accessed, describing many of the elements documented in this checklist, as well as a [podcast episode](#) further describing why the design of the meeting space matters!

Physical Considerations

- ☐ All team members are able to view one another and key focal points in the room (projection screen, whiteboard, etc.)
- ☐ Access to plug in devices
- ☐ Ability to project notes (projector, SmartBoard, television monitor)
- ☐ Whiteboard (wall or tables)
- ☐ Flip chart paper (easel or post-its)

Posters/Artifacts

- ☐ Team Norms
- ☐ Team Goals
- ☐ School Goals
- ☐ Data Charts/Scoreboards
- ☐ Team Meeting Agendas
- ☐ Continuum of Supports posted
- ☐ Various Schedules (scheduled meetings, PD days, school events, etc.)

Resources

- ☐ Team Meeting Role Cards
- ☐ Question Cards/Questions to Ask During Team Meetings
- ☐ Stationary (pencils, erasers, pens, markers, post-its, etc.)
- ☐ Continuum of Support menus
- ☐ School-wide assessment/screening resources