

# Middle School Transition Team

## Meeting Evaluation Form

Date

Norms and/or Operating Procedures	Strongly Agree	Agree	Disagree	Strongly Disagree	Does not Apply
1. The meeting started and ended on time.					
2. We stayed focused on the tasks(s) at hand.					
3. Side bar conversations were minimized.					
4. Team members were prepared when they arrived. <ul style="list-style-type: none"> <li>• Documents were read and surveys or assignments completed prior to arrival.</li> </ul>					
5. Conversations and decisions were centered in what will be best for middle school students.					
6. When necessary, issues were parked for further reflection.					
7. We stayed in the “truth” w/o fear of repercussions.					
8. Our focus remained on building a new school and working together.					
9. Opinions, thoughts and feelings shared were respected.					
10. Air time was equitably shared – everyone’s voice was heard.					
11. Norms are flexible enough to allow for modification.					
12. Reports of feedback communication indicated honest feedback presented without bias.					
13. Comments in the minutes are not attributed to individuals (other than Michelle).					
14. Members were able to change their mind about a particular issue.					
15. Good intent was assumed throughout the meeting.					
16. Norms were monitored.					

**Strengths of this meeting:**

**Comments/Suggestions for Improvement:**