

Group Meeting Planning Sheet

(Sample)

Date of Meeting: _____

Learning Objective: Build a Team Environment

Ideas: Discuss the definition of a good team; ask students about their experiences on teams; generate ideas about what makes up a good team environment.

Opening Activity/Icebreaker:

1. Have post-it notes on table.
2. Ask students to think about the best team they've been on - one which required that people work together successfully.
3. Jot down on post-its the characteristics or qualities that made the team successful. One idea per post-it.
4. Pair-share: Ask students to turn to one other person and share ideas.
5. Ask pairs to share ideas in large group.
6. Record ideas on board or poster paper where everyone can see them.

Group Discussion/Activity

1. Discuss ideas – “What are the common characteristics of successful teams that we came up with?”
2. Facilitate class discussion around how to group their post-it ideas into categories.
3. Regroup post-its into agreed upon categories.
4. Ask: “Since we're going to be working together this year as a team, which of these qualities of a successful team would we want to adopt for our group?”

Closing Activity/Debrief

1. Either as the large group or in smaller groups, ask students to write up the list of characteristics that the group can adopt in order to work together successfully as a team.

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Template

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Opening Activity/Icebreaker:

Group Discussion/Activity:

Closing Activity/Debrief: