**Detailed Facilitation Notes for Agenda**

**Guiding Coalition Meeting: Planning/Problem Solving Protocol**

**Agenda Item 1: Review Norms and Assign Meeting Roles—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 2: Community Building—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 3: After Action Review—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 4: Protocols (Planning/Problem Solving Protocol)—Facilitation Notes**

* Consider choosing from the handouts from Chapter 9 as a general introduction to protocols if the Planning/Problem Solving Protocol is the first one you are bringing to the GC.
* For a problem-solving topic idea for simulating/practicing this protocol, choose a school-wide issue such as tardies, absences, or homework. Wording for a possible focusing question is: What can we do about all the students who \_\_\_\_\_\_\_\_\_\_\_?
* To simulate this protocol, please refer to the narrative at the beginning of this chapter.
* The process will flow most smoothly if you have today’s Recorder chart, while you act as Facilitator.

**Agenda Item 5: Team Planning—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.
* As part of the work plan, GC members may opt for using some of the introductory handouts from Chapter 9 that you shared with them to introduce this protocol to their own teams.

**Agenda Item 6: Tool Kit—Facilitation Notes**

* Team members can add today’s new tools to their Tool Kit lists.
	+ Planning/Problem Solving Protocol

**Agenda Item 7: Evaluate Norms—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.

*Resist the temptation to skip this item!*