

# CLASS MEETING ROLES & OUTLINE



## ROLES



### CHAIRPERSON

Leads the meeting and helps everyone stay on topic.



### MINUTE TAKER

Writes down agenda items and key notes.



### TIME KEEPER

Helps the meeting stay on time.



### PARTICIPATION MONITOR

Encourages everyone to listen and join in respectfully.

## MEETING OUTLINE

1.



### GRATITUDE JOURNALS

What are we grateful for in our classroom, building, school and lives?

2.



### WHAT IS WORKING WELL?

What are we happy with?  
What is bringing us joy?

3.



### WHAT COULD BE BETTER?

This is where agenda items are discussed.

