



Sample Agenda for Participatory CLIP Meeting

Topic(s)	Responsible Persons	Time (minutes)	Processes	Purpose and Intended Outcomes	Follow Through
Purpose, agenda, and ground rules	[Facilitator]	5	Review	Prepare participants for respectful, focused meeting	NA
Roles at meeting	[CLIP members]	5	Agree to perform tasks at meeting	Ensure meeting runs smoothly and effectively	NA
Draft of questionnaire	[CLIP members]	30	Work in pairs to review the questionnaire	Ensure link to inquiry purpose	Make revisions to the questionnaire [assign to specific CLIP members]
Revised administration plans	[CLIP members]	20	Review revised questionnaire Review administration plans Make consensus decisions	Finalize plans for which classes will receive questionnaire Make schedule for returning questionnaires Decide who will analyze questionnaires	Prepare memo on decisions [assign to specific CLIP members]
Reflector's report, debriefing, closure	[Reflector]	10	Facilitate conversation	Reflect on learning Give input for next meeting's agenda Close meeting	Distribute summary of meeting [assign to specific CLIP members] Develop agenda for next meeting [assign to specific CLIP members]