## Review and Response Process – Meeting Protocols Principal

- o Welcome
- o Establish the purpose and process
- o Remind participants of the protocols:
  - > One speaker at a time
  - > Listen with respect
  - > No side conversations
  - > Focus is on learning
  - > Class teacher has the responsibility for taking action forward
- Establish roles:
  - ➤ Timekeeper 20 minutes
  - ➤ Note taker