Class Meeting Planning Worksheet

1. **Introduction**
   - *For meetings at the beginning of the year:* What rules will you use to govern your class meetings? How will you invite students’ input on these?
   - *For meetings later in the year:* Which rules will be particularly helpful for the topic of the meeting? How can you lead students to reflect on the importance of these rules and how they will look in action?

2. **Topic**
   - What are some topics or events for which you might seek class input?
   - How will you introduce the decision to be made or the event to be planned together?
   - What are the goals of the particular project or event that students should strive to address as they consider options and make a decision?
   - What will students have input on, and what aspects will be off the table?
   - How will you explore what students already know about this area or what their experience has been?
   - If students have no familiarity with the topic, how can you jump-start their thinking?

3. **Suggestions**
   - What structures will you use to foster all students’ engagement?

4. **Decision**
   - How will you guide students to decide among the options?

5. **What next steps do you anticipate students will need to take?**
   - What rules or behaviors might you want to have students reflect on?