

Responsive Advisory Meeting Planning Guide

Purpose: _____

Arrival Welcome How will you greet students as they arrive? Where will you stand? What will you say and do?	
Announcements What information do students need to know (school or team events, upcoming assignments, etc.)? How do you want students to interact with the message?	
Acknowledgments What topic (connected to the purpose/goals for this meeting) will students discuss in small groups or with a partner? What will be the format or structure for their discussions?	
Activity What whole-group activity will you use to connect to the purpose/goals for this meeting? What do students need to know to do this activity successfully?	