Reflection Cards – Post-meeting ‘Check-ins’

This series of cards are to ‘check-in’ at the conclusion of meetings. They offer members the opportunity to reflect informally on the meeting just conducted, their contribution and possible aspects to follow-up between meetings and/or at subsequent meetings. They can be used just to promote personal reflection or to prompt more in-depth discussions through contributing to possible agenda items for future meetings.
ACTIVITY: Snapshot Post-Meeting ‘Check-in’
INSTRUCTIONS: Select a card and take a few minutes at the end of each meeting to reflect and share when considered appropriate.

- Reflect
  What am I most proud about from this meeting?

- Reflect
  If we were to add another item on the meeting agenda, what would it be? Why?

- Reflect
  What would be my ‘car-park discussion’ topic tonight? Why?

- Reflect
  What is going around in my head from the meeting discussions?

- Reflect
  I leave here tonight ...
  - Thinking ...
  - Hoping ...
  - Feeling ...

- Reflect
  Before the next meeting I need to learn more about ...
One thing I am going to do this week is ....

What did I learn from the meeting that I didn’t know before? How will I use this knowledge?

What has challenged me at the meeting? Why?

We worked towards our mission at the meeting by ...

I felt valued at the meeting by/when ...

What is one main thing from the meeting I would want our school community to know about ...

What is one main thing from the meeting I would want our school community to know about ...
‘One-minute essay’
If this meeting was going longer, what would I have said, liked to discuss or wanted the group to consider?

‘Endless Possibilities’
If we had unlimited resources (including time, money, personnel etc) my ultimate vision for our school would be ...