

Meeting Mechanics Visual Organizer

Visual Organizers structure and support the Effective Teaming and Meeting Mechanics processes, which includes the use of Meeting Practices, Meeting Essentials, and Individual Meeting Accountability. This Meeting Mechanics Visual Organizer and the Meeting Mechanics Tool are intended to assist school teams in utilizing a systematic problem solving approach.

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| **Data** | **Idea Generation** | **Implementation** |
| **Problem Identification** | **Problem Specification** | **Brainstorming** | **Cluster Prioritize** | **Implementation Variables** | **Action Plan Development** |
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