

Math Teachers' Circle Meeting Checklist

BEFORE THE MEETING

Before Each Term

- ☐ Set meeting dates
- ☐ Invite session leaders
- ☐ Announce meeting details to participants

2 Weeks Before

- ☐ Make RSVP form
- ☐ Make flyer and other promotional materials
- ☐ Confirm details with session leaders
- ☐ Confirm details with meeting venue
- ☐ Update website & Facebook with meeting details
- ☐ E-mail participants

1 Day Before

- ☐ Remind participants
- ☐ Prepare agenda for leader meeting
- ☐ Gather sign-in sheets, handouts, name badges, signs, other materials
- ☐ Order food for pick-up/delivery
- ☐ Gather cups, plates, cutlery, etc.
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

DAY OF THE MEETING

Before the Meeting

- ☐ Arrive early
- ☐ Put up signs
- ☐ Set out sign-in sheets and name badges
- ☐ Set up food at venue
- ☐ Meet with leadership team 30 minutes before participants arrive

During the Meeting

- ☐ Start MTC meeting with updates & news
- ☐ Introduce leadership team, session leaders
- ☐ Ask participants to introduce themselves
- ☐ Distribute materials and handouts
- ☐ Reflect on problem-solving experiences
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- ☐
- ☐
- ☐
- ☐
- ☐

AFTER THE MEETING

Immediately after

- ☐ Clean up meeting venue
- ☐ Save or discard extra food
- ☐ Take down signs
- ☐ Shut down all equipment

The Next Day

- ☐ Upload documentation from meeting
- ☐ Send thank you/follow up e-mail to session leader
- ☐ Send thank you/follow up e-mail to participants
- ☐ Update participant records
- ☐ Authorize stipend for session leader
- ☐ Arrange for professional development credit for participants
- ☐ Submit receipts for reimbursement for food and materials
- ☐ Update website and Facebook with meeting details
- ☐ Meet as leadership team to reflect
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- ☐
- ☐
- ☐
- ☐
- ☐