



Holding Effective Patrol Meetings

Preparation before the Patrol Meeting:

- Set the meeting time and place. Try to meet the same time each month. Have a meeting place that is without interruptions and distractions.
- Prepare a Patrol Meeting Plan (Agenda).
- Review your PLC meeting notes for important information to share with your patrol and check with the SPL for information on upcoming event.
- List activities to accomplish during the patrol meeting and order the items by priority. Set a time limit for each item.
- Insure that everyone knows about the meeting. If possible, distribute the agenda in advance. Remind everyone the day before the meeting.
- Delegate responsibilities to patrol members to contribute and participate actively at the meeting.
- Determine what materials (Patrol Leader Notebook, white boards, flip charts, handbooks, equipment) are required for the meeting.
- Have a "Plan B" in case something does not go as planned.

Conducting the Patrol Meeting:

- Start on time. Patrol Leader leads the meeting
- Review the Patrol Meeting Plan Agenda to ensure everyone knows what is planned for the meeting.
- Make sure that every Patrol member has pen or pencil and notebook, listens, pays attention and takes notes.
- Keep track of the time and try to keep everyone on the topic being discussed.
- Scribe records the official notes of the meeting. Periodically summarize information and decisions to make sure that all Patrol members have accurate information

After the Meeting:

- Make sure that all important information and decisions are written down
- Report any information to the next PLC