

# Responsive Advisory Meeting Planning Guide

**Purpose:** \_\_\_\_\_

<p><b>Arrival Welcome</b> How will you greet students as they arrive? Where will you stand? What will you say and do?</p>	
<p><b>Announcements</b> What information do students need to know (school or team events, upcoming assignments, etc.)? How do you want students to interact with the message?</p>	
<p><b>Acknowledgments</b> 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?</p>	
<p><b>Activity</b> 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?</p>	