

Meeting Moves

Plan, speak, note, and decide as a team.

GRADE 8 • TEKS 8.1.D

8.1.D "participate collaboratively in discussions, plan agendas with clear goals and deadlines, set time limits for speakers, take notes, and vote on key issues."

NAME _____

DATE _____

OUR GROUND RULES Read together first

1 Stay on the topic card.

2 Use a starter only when it fits.

3 Let each speaker finish.

4 Follow your role job.

HOW TO PLAY Teams of 3 or 4

1. Choose a Topic card and give each player a Role card. In a group of three, the Agenda Architect also does the Recorder's job.
2. Copy the eight Move cards once for each player. Give each player four cards, one Goal card, one Time card, one Notes card, and one Vote card.
3. Build a short agenda with clear goals and deadlines before sharing ideas.
4. When you genuinely use a card's starter, place that card in the middle and continue the discussion.
5. End after every player has played all four cards and your group has voted on its key decisions.

AFTER THE ROUND Check what you did

☐ I helped set a clear goal and deadline.

☐ I used or respected speaker time limits.

☐ I recorded or used notes from the discussion.

☐ I voted on a key issue and accepted the group decision.

**TOPIC CARDS** • pick one per round

TOPIC	TOPIC	TOPIC
Spirit Week Plan Plan a five-day Spirit Week with three activities to vote on, jobs for the group, and deadlines for each job.	Cafeteria Improvement Create a realistic plan to improve the lunchroom experience, choose two changes to recommend, and set deadlines for the next steps.	Reading Challenge Design a one-month class reading challenge, vote on its rules and rewards, and assign deadlines for preparing it.

ROLE CARDS • one per player

ROLE	ROLE	ROLE	ROLE
Agenda Architect Lead the group in setting the agenda, goals, and deadlines, and record notes if your group has three players.	Clock Keeper Set speaker time limits and tell the group how much meeting time remains.	Recorder Write brief notes about ideas, decisions, jobs, and deadlines.	Vote Captain Name the choices, call for votes, count them, and state each decision.

MOVE CARDS • deal 4 to each player

MOVE CARD SET GOAL “Our goal for this meeting is to ____ by ____.”	MOVE CARD SET DEADLINE “Before we finish, we need to decide ____ and set a deadline of ____.”	MOVE CARD SET TIME “Let's give each speaker ____ seconds to share an idea.”	MOVE CARD CHECK TIME “We have ____ minutes left, so let's move to ____.”
MOVE CARD RECORD DECISION “I am writing down that we agreed to ____.”	MOVE CARD RECORD NEXT STEP “Our notes should include ____ as a next step.”	MOVE CARD CALL VOTE “Let's vote on these choices: ____ and ____.”	MOVE CARD REPORT VOTE “The vote is ____ for ____, so our decision is ____.”

Print one card sheet per team. Cards last longer on thick paper.

RUNNING THE ROUNDS

Use the Move Card page as a reproducible page, copying it once per player so every player receives one card from each required move category. Require players to use starters naturally, not read cards out of turn. If participation is uneven, pause the round, name the missing role action, and give that player the next speaking turn.

WHAT A STRONG ROUND SOUNDS LIKE

Maya	Our goal for this meeting is to choose three Spirit Week activities by Friday.
Diego	Let's give each speaker 30 seconds to share an idea.
Lena	I am writing down that we agreed to consider a school-color day, a book-character day, and a kindness day.
Noah	Let's vote on these choices: a school-color day and a book-character day.
Noah	The vote is 3 for a school-color day, so our decision is to include it in Spirit Week.

LISTEN FOR

- Clear agendas, goals, and stated deadlines
- Speaker limits that the group follows
- Brief notes naming decisions and next steps
- Fair vote calls, counts, and announced results

There are no right answers to the topic cards. Score the moves students make, not their opinions.