Meeting questions: step by step

1. Pick a purpose

Finish this sentence: I want to leave understanding ____. Choose two or three questions that support that purpose. You can bring a longer list and start with the most important ones.

2. Separate the question from the guess

Made-up example: attendance at a weekly meeting changed from twelve people to eight. Instead of asking why everyone lost interest, ask which meetings were counted and whether the time or invitations changed. Several explanations may fit.

3. Practice

Rewrite: The new agenda made people stop attending, right?
Possible answer: What information would help us understand whether the agenda change contributed to attendance? This invites evidence without assuming the answer.

4. Close the loop

Write what you understood and what is still unknown. Confirm a next step, the person responsible, and when you will review it together.

Your turn

I want to understand: _____
My first question: _____
Our next step: _____

General education, not an assessment or individualized plan. Discuss treatment changes with a qualified clinician who knows your child. Do not share identifying details in public requests.

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