

WEEK 13 — MEETING COLLABORATION BUILDER

Based on the original Week 13 material, I recommend reframing the week from “Meeting Arrangement and Participation” into a clearer capability-development identity:

“I can initiate, participate in, and conclude professional meetings so that people can discuss ideas, make decisions, and agree on what happens next.”

This remains faithful to the source, which expects students to initiate and propose meetings, participate respectfully in discussions, summarize key points, identify action items, and practice realistic meeting scenarios.

The key design principle should be: **Week 13 is not about learning meeting phrases. It is about learning how to move a group from PURPOSE → DISCUSSION → DECISION → ACTION.**

1. WEEK 13 LEARNING LOGIC

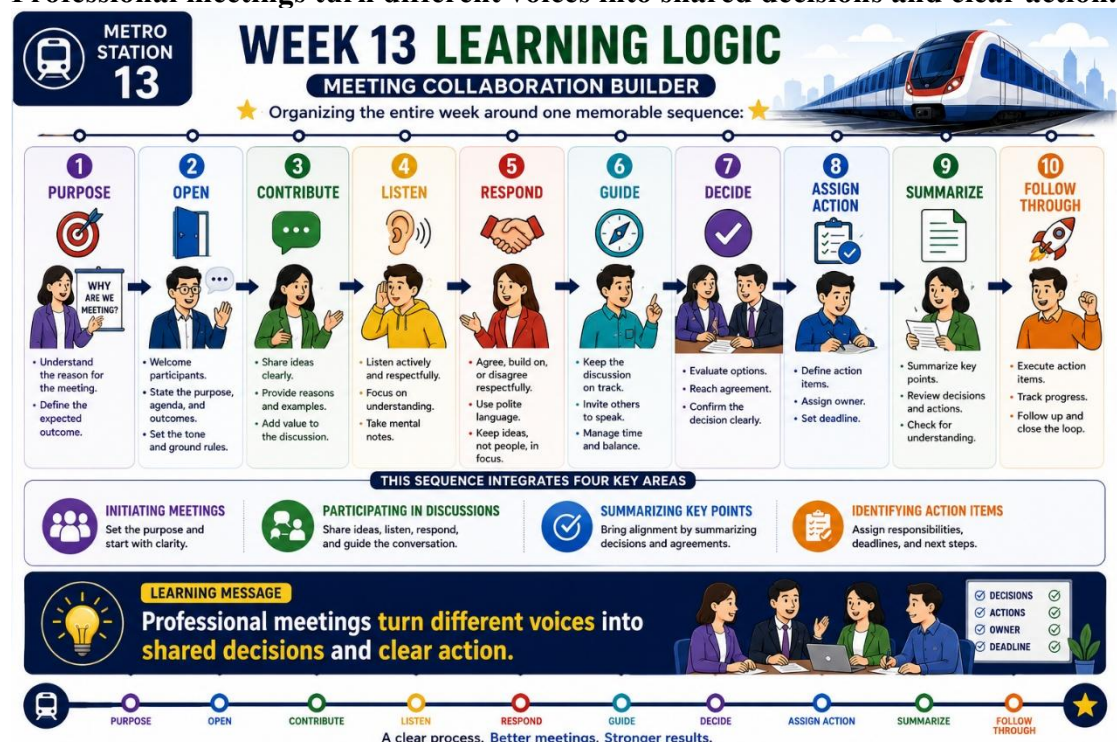
Organizing the entire week around one memorable sequence:

🎯 **PURPOSE** → 📁 **OPEN** → 💬 **CONTRIBUTE** → 👂 **LISTEN** → 🤝 **RESPOND** → ⚙️ **GUIDE** → ✅ **DECIDE** → 🎯 **ASSIGN ACTION** → 📋 **SUMMARIZE** → 🚀 **FOLLOW THROUGH**

This sequence integrates all four areas in the original material: initiating meetings, participating in discussions, summarizing key points and action items, and practicing meeting scenarios.

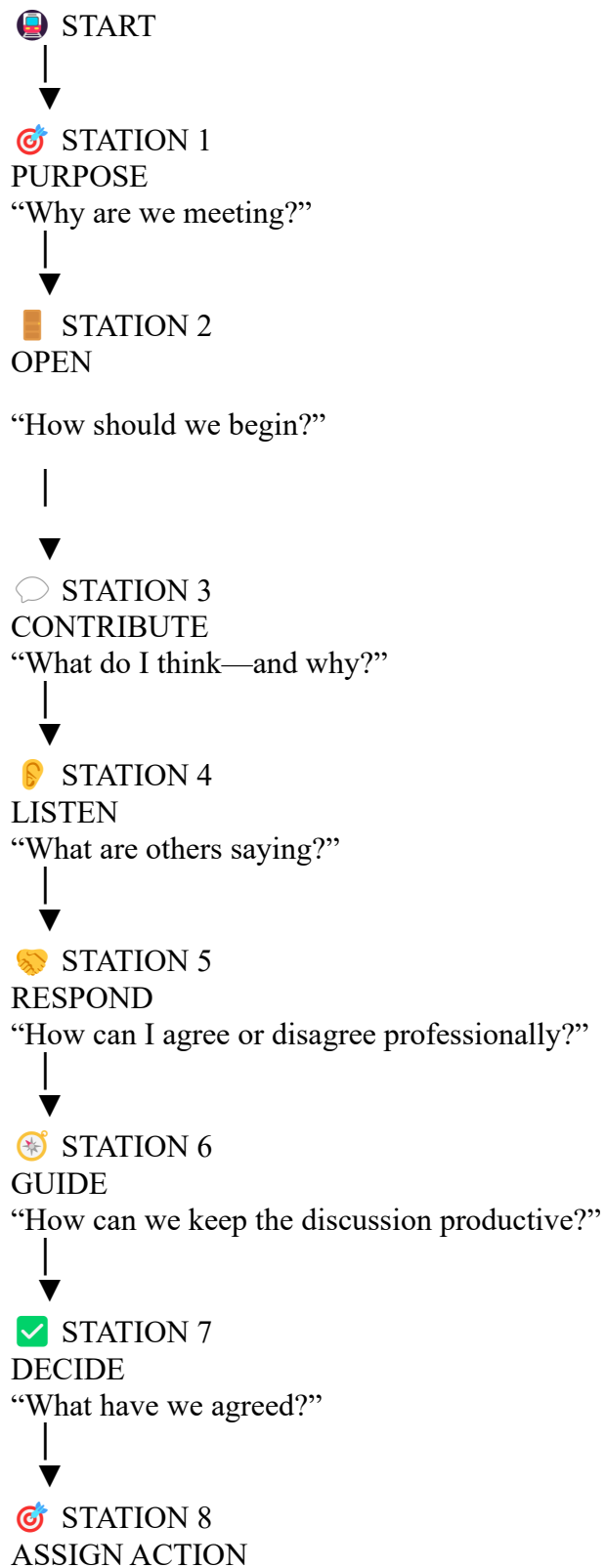
Learning Message

Professional meetings turn different voices into shared decisions and clear action.



2. The Meeting-to-Action Metro Journey 🚆

Students travel through **nine connected learning stations**.



“Who will do what—and by when?”



 STATION 9

SUMMARIZE

“Are we all clear about what happens next?”



 PROFESSIONAL
MEETING COLLABORATION



 MEETING COLLABORATION BUILDER

Metro Learning Message

**Open Clearly. Contribute Confidently. Listen Respectfully. Decide Together.
Leave with Action.**



3. Four-Hour Learning Journey

A strongly performance-oriented **240-minute learning design** because the source explicitly emphasizes simulated meeting environments, role-playing, facilitation, reflection, and practical communication.

Time	Learning Activity	Student Output
10 min	 Enter Metro Station 13	Meeting Mission
15 min	 Meeting Detective	Meeting Problem Card
20 min	 Meeting Purpose Builder	Purpose Card
20 min	 Open the Meeting	Opening Script
25 min	 Opinion Builder	Contribution Card
25 min	 Agree or Challenge?	Response Language Card
10 min	 Break	—
20 min	 Active Listening Challenge	Listening Evidence
20 min	 Meeting Traffic Controller	Participation Map
20 min	 Decision Detector	Decision Card
20 min	 Action Item Builder	Action Register
25 min	 Meeting-to-Action Mission	Meeting Performance
5 min	 Peer Feedback	2 Stars + 1 Fix
5 min	 Exit Ticket	Metro Passport
240 min	Total Learning Journey	Professional Meeting Portfolio


METRO STATION 13

FOUR-HOUR LEARNING JOURNEY

— MEETING COLLABORATION BUILDER —

240 Minutes of Practice • Role-Play • Facilitation • Reflection • Real-World Communication



TIME	LEARNING ACTIVITY	STUDENT OUTPUT
 10 min	 Enter Metro Station 13	 Meeting Mission
 15 min	 Meeting Detective	 Meeting Problem Card
 20 min	 Meeting Purpose Builder	 Purpose Card
 20 min	 Open the Meeting	 Opening Script
 25 min	 Opinion Builder	 Contribution Card
 25 min	 Agree or Challenge?	 Response Language Card
 10 min	 Break	—
 20 min	 Active Listening Challenge	 Listening Evidence
 20 min	 Meeting Traffic Controller	 Participation Map
 20 min	 Decision Detector	 Decision Card
 20 min	 Action Item Builder	 Action Register
 25 min	 Meeting-to-Action Mission	 Meeting Performance
 5 min	 Peer Feedback	 2 Stars + 1 Fix
 5 min	 Exit Ticket	 Metro Passport
 240 min	Total Learning Journey	Professional Meeting Portfolio



METRO LEARNING MESSAGE

Open Clearly. **Contribute** Confidently. **Listen** Respectfully.

Decide Together. Leave with Action.



LEARNING DESIGN HIGHLIGHTS

-  **Simulated Meeting Environments**
Practice in realistic meeting scenarios.
-  **Role-Play & Collaboration**
Students take on roles and work as a team.
-  **Facilitation Skills**
Learn to guide discussions and manage participation.
-  **Reflection & Feedback**
Think, receive feedback, and improve.
-  **Practical Communication**
Use language to create clarity, decisions, and action.



FROM DISCUSSION TO ACTION
Better Meetings. Stronger Results.

4. Activity 0 — Meeting Detective

Mission

Discover what makes a meeting **unfocused, inefficient, or unprofessional**.

Students watch or read a deliberately poor meeting.

For example:

“Okay... so... what should we talk about today?”

The meeting continues with people interrupting, moving between topics, disagreeing personally, making vague decisions, and ending without assigning responsibilities.

Students become **Meeting Detectives**.

 MEETING



 WHAT IS WRONG?



-  No clear purpose
-  No clear agenda
-  People interrupt
-  Opinions have no reasons

-  Disagreement becomes personal
-  No clear decision
-  No owner
-  No deadline
-  No summary



 REPAIR



 PRODUCTIVE MEETING

Mini Challenge

Teams have **three minutes** to identify the three biggest problems.

Then answer:

“What would you change—and why?”

Learning Message

A meeting is productive only when communication helps people move forward.



**METRO
STATION
13**

ACTIVITY 0 – MEETING DETECTIVE



MISSION: Discover what makes a meeting unfocused, inefficient, or unprofessional.

EXAMPLE OF A POOR MEETING



Okay... so... what should we talk about today?

!?

...

...

...

The meeting continues with people interrupting, moving between topics, disagreeing personally, making vague decisions, and ending without assigning responsibilities.

Students become MEETING DETECTIVES!

MEETING

WHAT IS WRONG?

- ✗ No clear purpose
- ✗ No clear agenda
- ✗ People interrupt
- ✗ Opinions have no reasons
- ✗ Disagreement becomes personal
- ✗ No clear decision
- ✗ No owner
- ✗ No deadline
- ✗ No summary



REPAIR

PRODUCTIVE MEETING

MINI CHALLENGE



Teams have **three minutes** to identify the three biggest problem^s

Then answer: _____

“What would you change—and why?”



LEARNING MESSAGE

“ A meeting is productive only when communication helps people move forward. ”

KEY TAKEAWAY


 Have a Purpose


 Use an Agenda


 Listen & Respect


 Make Decisions


 Assign Owners


 Set Deadlines


 Summarize


 Move Forward

5. Activity 1 — Meeting Purpose Builder

Mission

Learn to identify and communicate **why a meeting is necessary**.

The original material stresses clearly stating the meeting purpose and explaining why the meeting would be useful.

Students receive vague meeting requests.

✗ TOO VAGUE

We need a meeting.



● BETTER

We need a meeting about the marketing campaign.



● CLEAR

We need a meeting to review the marketing campaign.



● PURPOSEFUL

We need a meeting to review the campaign results and decide what changes we should make.

Purpose Formula

TOPIC + REASON + EXPECTED OUTCOME

Learning Message

If people know why they are meeting, they can prepare to contribute.

METRO STATION 13 **ACTIVITY 1 – MEETING PURPOSE BUILDER**

Mission: **Learn to identify and communicate** why a meeting is necessary.


WHY IT MATTERS

Clearly stating the purpose of a meeting helps people understand why they are meeting, what will be discussed, and what outcome is expected.




YOUR MISSION

- Identify the real reason for the meeting.
- Explain what will be discussed.
- Communicate the expected outcome.



★ FROM VAGUE TO PURPOSEFUL ★


TOO VAGUE

We need a meeting.



↓


BETTER

We need a meeting about the marketing campaign.



↓


CLEAR

We need a meeting to review the marketing campaign.



↓


PURPOSEFUL

We need a meeting to review the campaign results and decide what changes we should make.



PURPOSE FORMULA


TOPIC
+
 
REASON
+
 
EXPECTED OUTCOME
=
 
CLEAR PURPOSE

TOPIC What will we discuss?	Example: Marketing Campaign Results
REASON Why is this meeting necessary?	Example: To understand what worked and what needs to improve
EXPECTED OUTCOME What do we want to achieve by the end of the meeting?	Example: Decide what changes we should make for the next campaign



EXAMPLE OF CLEAR PURPOSE STATEMENT

“ We need a meeting to review the campaign results and decide what changes we should make. ”


LEARNING MESSAGE

If people know **why** they are meeting, they can **prepare to contribute**.

QUICK TIPS



Be clear and direct.



Respect people's time.



Focus on outcomes.

★ **KEY TAKEAWAY** A clear purpose turns a simple meeting into a productive conversation that leads to action.


CLARITY
→
 
FOCUS
→
 
ACTION
→
 
RESULTS

6. Activity 2 — Open the Meeting

Mission

Open a professional meeting so that everyone understands **purpose, direction, and expected outcome**.

Students practice:



Example

“Good morning, everyone. Thank you for joining us. The purpose of today's meeting is to review the new campaign proposal. We'll look at the concept, budget, and timeline, and by the end of the meeting I'd like us to agree on the final direction.”

Opening Formula

WELCOME + PURPOSE + AGENDA + EXPECTED OUTCOME



METRO STATION 13

ACTIVITY 2 – OPEN THE MEETING




MISSION: Open a professional meeting so that everyone understands **purpose**, **direction**, and **expected outcome**.

THE 5-STEP OPENING FLOW



1 WELCOME
Greet everyone warmly and set a positive tone.



2 PURPOSE
Explain why we are meeting.



3 AGENDA
Share the main topics we will cover.



4 EXPECTED OUTCOME
State what we aim to achieve by the end.



5 BEGIN
Invite participation and start the discussion.

EXAMPLE OF A STRONG OPENING



“Good morning, everyone. Thank you for joining us. The **purpose** of today’s meeting is to review the new campaign proposal. We’ll look at the concept, budget, and timeline, and by the end of the meeting I’d like us to **agree on the final direction**.”

OPENING FORMULA



WELCOME
Create a warm and professional atmosphere

+



PURPOSE
Explain why we are meeting

+



AGENDA
Outline what we will discuss

+



EXPECTED OUTCOME
State what we aim to achieve

=



EFFECTIVE START
A focused and productive meeting

USEFUL OPENING PHRASES

- “Good morning/afternoon, everyone.”
- “Thank you for taking the time to join us.”
- “The purpose of today’s meeting is...”
- “Today, we will discuss...”
- “By the end of this meeting, we aim to...”
- “Let’s begin.”



A strong start sets the direction for a successful meeting.

TIPS FOR A PROFESSIONAL OPENING



Speak clearly and confidently.



Be concise (1–2 minutes).



Make eye contact with the group.



Follow the opening flow.



Invite questions before starting.



Keep it positive and respectful.

★ KEY TAKEAWAY

A professional opening helps everyone understand the goal, focus on the discussion, and move toward **clear action**.








WELCOME → PURPOSE → AGENDA → EXPECTED OUTCOME → BEGIN → **PRODUCTIVE MEETING**

7. Activity 3 — Opinion Builder

Mission

Express an opinion **clearly and meaningfully**, rather than simply saying “*I think...*”
The source encourages opinions supported by reasons or evidence.

Students progress through:

✗ BASIC

I like Option A.



● OPINION

I think Option A is better.



● REASON

I think Option A is better because it is easier for customers to understand.



PROFESSIONAL CONTRIBUTION

From my perspective, Option A would be more effective because our customer feedback shows that users prefer a simpler design.

Contribution Formula

POSITION + IDEA + REASON / EVIDENCE

Learning Message

A professional contribution adds value to the discussion.

ACTIVITY 3 — OPINION BUILDER

MISSION: Express an opinion clearly and meaningfully, rather than simply saying "I think..."

LEVEL UP YOUR OPINION

X

BASIC

I like Option A.

O

OPINION

I think Option A is better.

R

REASON

I think Option A is better because it is easier for customers to understand.

P

PROFESSIONAL CONTRIBUTION

From my perspective, Option A would be more effective because our customer feedback shows that users prefer a simpler design.

WHAT MAKES A STRONG CONTRIBUTION?

- State your **position** clearly.
- Share your **idea**.
- Support it with a **reason**.
- Use **evidence** or examples when possible.
- Help the team **move toward the best decision**.

CONTRIBUTION FORMULA

POSITION
Your stance

+

IDEA
What you suggest

+

REASON / EVIDENCE
Why it makes sense

=

STRONG CONTRIBUTION

EXAMPLE

From my perspective, + Option A + customer feedback shows that users prefer a simpler design. = More effective decision

LEARNING MESSAGE

A professional contribution adds value to the discussion.

QUICK TIPS

Be clear and specific.

Give reasons and examples.

Respect others' views.

★

KEY TAKEAWAY

The best ideas are supported, respected, and connected to evidence.

YOUR POSITION

YOUR IDEA

YOUR REASON

EVIDENCE

STRONG DECISION

8. Activity 4 — Agree, Build, or Challenge?

Mission

Respond to other people's ideas **without damaging collaboration**.

Students receive a colleague's proposal and must choose one of three moves.

● AGREE

“I agree with that point.”

● **BUILD**

“I agree, and I'd also like to add that...”

● **CHALLENGE**

“I see your point, but I have a slightly different perspective.”

The source specifically emphasizes acknowledging another person's point, disagreeing gently, giving reasons, focusing on ideas rather than people, and offering alternatives.

Professional Disagreement Formula

ACKNOWLEDGE → DIFFER → REASON → ALTERNATIVE

For example:

“I understand your point. However, I'm concerned that this option may exceed our budget. Could we consider a simpler version instead?”

Golden Rule

Challenge the idea—not the person.



ACTIVITY 4 – AGREE, BUILD, OR CHALLENGE?



MISSION: Respond to other people's ideas without damaging collaboration.

 You receive a colleague's idea or proposal.
Choose one of three professional moves to respond.



THREE RESPONSE MOVES

 **AGREE**
“I agree with that point.”

Show you support the idea.
Helps build understanding and trust.

 **BUILD**
“I agree, and I'd also like to add that...”

Add more information, ideas, or examples to strengthen the point.

 **CHALLENGE**
“I see your point, but I have a slightly different perspective.”

Offer a different viewpoint respectfully.
Opens up better options.

PROFESSIONAL DISAGREEMENT FORMULA


ACKNOWLEDGE
 Show you understand their point.


DIFFER
 Introduce your different perspective.


REASON
 Explain why you see it differently.


ALTERNATIVE
 Offer another option or suggestion.

EXAMPLE



“ I understand your point.
However, I'm concerned that this option may exceed our budget.
Could we consider a simpler version instead? ”



RESPONSE AT A GLANCE

AGREE 	BUILD 	CHALLENGE 
- I agree. - That's a good point. - I think you're right. - Exactly.	- I agree, and I'd like to add... - Building on that... - Another idea is...	- I see your point, but... I have a different view because... - What if we considered...

GOLDEN RULE

Challenge the idea—not the person.

STRONG IDEAS • RESPECTFUL PEOPLE • BETTER DECISIONS

YOUR GOAL: Respond professionally. Build stronger ideas. Move the meeting forward together.




Listen


Build


Consider


Discuss


Decide


Take Action



9. Activity 5 — Active Listening Challenge

Mission

Demonstrate that meeting participation involves **listening as well as speaking**.

The source explicitly identifies active listening, appropriate turn-taking, clarification, and allowing others to contribute as essential meeting behaviors.

Students listen for:

 **IDEA** ·  **REASON** ·  **CONCERN** ·  **QUESTION** ·  **DECISION** ·  **ACTION**

Then they must respond using evidence that they actually listened.

Useful Moves

“If I understand you correctly...”

“So you're suggesting that...”

“Could you clarify what you mean by...?”

“Building on your point...”

Learning Message

Listening is participation.

METRO STATION 13

ACTIVITY 5 – ACTIVE LISTENING CHALLENGE

MISSION: Demonstrate that meeting participation involves listening as well as speaking.

LISTEN CAREFULLY. UNDERSTAND DEEPLY. RESPOND MEANINGFULLY.

I think we should focus on social media ads.

The reason is our budget is limited.

My concern is we don't have enough data.

Could we consider a test campaign?

Okay, let's agree on a pilot plan.

LISTEN FOR WHAT MATTERS

Identify key information in the discussion.

IDEA	New suggestions or proposals shared by others.
REASON	Why they think that way or the logic behind it.
CONCERN	Worries, risks, or potential problems raised.
QUESTION	Questions asked to gain clarity or explore options.
DECISION	What the group agrees or decides.
ACTION	Next steps, who will do what, and by when.

★ Good listeners capture meaning, not just words.

RESPOND TO SHOW YOU LISTENED

	“If I understand you correctly...”	Check understanding and confirm key points.
	“So you’re suggesting that...”	Paraphrase to show you heard the idea.
	“Could you clarify what you mean by...?”	Ask for clarification respectfully.
	“Building on your point...”	Add your idea while acknowledging others.
	“That’s an interesting point... because...”	Acknowledge and add your reason.

KEY ACTIVE LISTENING BEHAVIORS

 FOCUS Give your full attention.	 ENGAGE Use eye contact and positive body language.	 BE PATIENT Allow others to finish speaking.	 TAKE NOTES Capture key ideas and actions.	 INCLUDE Invite quiet voices to contribute.
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TIP

The best meetings happen when everyone feels **heard** and every idea is **respected**.

MINI CHALLENGE

Listen to a short meeting clip or role-play.

- Identify at least 2 ideas.
- Find 1 concern and 1 reason.
- Note one decision and one action.
- Respond using a useful listening move.

LEARNING MESSAGE

“

Listening is participation.

”

KEY TAKEAWAY

→
 →
 →
 →

**BETTER LISTENING
BETTER MEETINGS
BETTER RESULTS**

10. Activity 6 — Meeting Traffic Controller

Mission

Keep a discussion **balanced, focused, and productive**.

One student becomes the **Meeting Facilitator**.

The facilitator receives challenges:

Someone dominates the discussion.

Someone has not spoken.

The discussion moves off-topic.

Two participants strongly disagree.

Time is running out.

Students must respond professionally.

For example:

“We've heard Ben's perspective. Anna, what are your thoughts?”

“That's an interesting point. Could we return to the main question?”

“We have about five minutes left, so perhaps we should move toward a decision.”

This directly develops the source's emphasis on managing airtime and inviting contributions from others.

Learning Message

Good facilitation helps every useful voice contribute to the outcome.



ACTIVITY 6 – MEETING TRAFFIC CONTROLLER



MISSION: Keep a discussion **balanced**, **focused**, and **productive**.

YOUR ROLE: MEETING FACILITATOR

- ✓ Guide the conversation
- ✓ Invite everyone to contribute
- ✓ Keep the discussion on track
- ✓ Manage time and focus
- ✓ Create a safe, respectful space

FACILITATOR

i Your job is not to give answers—it's to help the group reach the best decisions together.

REAL-WORLD CHALLENGES YOU WILL FACE

- Someone dominates the discussion.
- Someone has not spoken.
- Two participants strongly disagree.
- Time is running out.

HOW TO RESPOND PROFESSIONALLY

- DOMINATING SPEAKER** “Thank you, Ben. Let's hear from others too. Anna, what are your thoughts?”
- SOMEONE HAS NOT SPOKEN** “We haven't heard from Priya yet. Priya, would you like to share your perspective?”
- OFF-TOPIC DISCUSSION** “That's an interesting point. Could we return to the main question we're trying to answer?”
- STRONG DISAGREEMENT** “I see both sides. Let's listen to each other and focus on the issue, not the person.”
- TIME IS RUNNING OUT** “We have about five minutes left, so perhaps we should move toward a decision.”
“Let's capture the key options and decide next steps.”

FACILITATOR'S TOOLKIT

- INVITE** Invite quiet members.
- BALANCE** Share airtime equally.
- FOCUS** Keep the group on the goal.
- MANAGE TIME** Track time and set priorities.
- RESPECT** Encourage respectful dialogue.

USEFUL FACILITATOR PHRASES

- “Let's stay focused on our main question.”
- “Who would like to add a different viewpoint?”
- “That's a great idea. Let's put it on the parking lot for now.”
- “Can we summarize what we agree on so far?”
- “What are the next steps we need to take?”
- “Is there anything we might be missing?”

MINI CHALLENGE

5 MINUTES

You are the facilitator. You will receive a challenge card. Respond in one sentence using the most effective tool.

Your goal: Keep the meeting moving forward!

Good facilitation helps every useful voice contribute to the outcome.

KEY TAKEAWAY

A great facilitator creates space for **all voices**—and keeps the team moving toward **results**.

11. Activity 7 — Decision Detector

Mission

Distinguish between **discussion** and **decision**.

Students receive meeting statements and classify them:

IDEA

QUESTION

CONCERN

💡 **SUGGESTION**

✅ **DECISION**

For example:

“Maybe we should launch in October.”

→ **SUGGESTION**

“Okay, we've agreed to launch on 15 October.”

→ **DECISION**

Students then practice:

“So, have we agreed that...?”

“Can I confirm that our decision is...?”

“We've decided to...”

Decision Formula

DISCUSSION → AGREEMENT → CONFIRMATION → DECISION

Learning Message

A discussion becomes useful when everyone knows what has actually been decided.



ACTIVITY 7 – DECISION DETECTOR



MISSION: Distinguish between **discussion** and **decision**.

WHAT IS THE DIFFERENCE?

DISCUSSION

- Share ideas
- Ask questions
- Raise concerns
- Explore options
- Not yet decided

DECISION

- Final choice
- Clear agreement
- Everyone understands
- Action can begin
- Committed

Discussion explores.
Decision moves us forward.

CLASSIFY THE STATEMENTS

Read each statement. What is it?

“Maybe we should launch in October.” It could be a good time.”	SUGGESTION
“What are the risks of launching in October?”	QUESTION
“I’m worried that our budget may not be enough.”	CONCERN
“How about we launch on 15 October instead?”	IDEA
“Okay, we’ve agreed to launch on 15 October.”	DECISION

USEFUL PHRASES TO MOVE TOWARD A DECISION

“So, have we agreed that...?”	Check for agreement.
“Can I confirm that our decision is...?”	Seek confirmation.
“We’ve decided to...”	State the decision clearly.
“Is everyone comfortable with this decision?”	Ensure alignment and commitment.

DECISION FORMULA

DISCUSSION → AGREEMENT → CONFIRMATION → DECISION

DISCUSSION: Share ideas and explore options.
AGREEMENT: Reach a common understanding.
CONFIRMATION: Check and clarify the decision.
DECISION: State the final choice clearly.

EXAMPLE

Discussion: “Let’s look at possible dates.” → Agreement: “15 October seems best.” → Confirmation: “So, we agree on 15 October?” → Decision: “We’ve decided to launch on 15 October.”

PRACTICE: FROM TALK TO DECISION

- LISTEN**
Listen to the discussion carefully.
- IDENTIFY**
Identify key ideas and positions.
- CHECK AGREEMENT**
Ask if the group agrees.
- STATE DECISION**
State the decision clearly.

QUICK CHECK

- Are we still sharing ideas? → **DISCUSSION**
- Have we reached agreement? → **AGREEMENT**
- Did we clearly confirm and state the final choice? → **DECISION**

LEARNING MESSAGE

A discussion becomes useful when everyone knows what has actually been decided.

KEY TAKEAWAY

Great meetings don’t end with more talk—they end with clear decisions and next steps.

DISCUSS → AGREE → CONFIRM → DECIDE → ACT

12. Activity 8 — Action Item Builder

This is where **Week 12 and Week 13 connect powerfully**.

Week 12 taught students to extract actions from information. Week 13 asks them to create those actions collaboratively during a meeting.

The source specifies that action items should state **what needs to be done, who is responsible, and by when**.

Mission

Transform meeting decisions into accountable next steps.

✓ DECISION



🎯 ACTION



👤 OWNER



📅 DEADLINE



🔍 CONFIRM

Action Item Formula

ACTION + OUTPUT + OWNER + DEADLINE

Instead of:

Marketing needs improvement.

Students produce:

Anna will revise the social media campaign proposal and send Version 2 to the team by Friday at 3 p.m.

Learning Message

If nobody owns the action, the meeting has not finished its job.



ACTIVITY 8 – ACTION ITEM BUILDER

MISSION: Transform meeting decisions into accountable next steps.

FROM DECISION TO ACTION

- 1 DECISION**
What did we agree on?
- 2 ACTION**
What needs to be done?
- 3 OWNER**
Who is responsible?
- 4 DEADLINE**
By when?
- 5 CONFIRM**
Is it clear and agreed?

Write it down.
Say it out loud.
Move it forward.

THE POWERFUL CONNECTION

WEEK 12
Extract actions from information.

➔

WEEK 13
Create those actions collaboratively during a meeting.

Action items should state **what** needs to be done, **who** is responsible, and **by when**.

EXAMPLES: FROM DECISION TO ACTION		
MEETING DECISION		WELL-WRITTEN ACTION ITEM
✓ We will improve our social media campaign.	➔	Anna will revise the social media campaign proposal and send Version 2 to the team by Friday at 3 p.m. Anna Fri 3:00 p.m.
✓ We will prepare the budget for Phase 2.	➔	Ben will prepare the Phase 2 budget and share it with the team by Wednesday. Ben Wed
✓ We will test the new feature with users.	➔	Cara will conduct user testing with 10 customers and submit a summary report by next Monday. Cara Next Mon
✓ We will finalize the meeting schedule.	➔	Dan will send the updated meeting schedule to all members by end of day today. Dan Today (EOD)

ACTION ITEM FORMULA

ACTION
What will be done?

+

OUTPUT
What is the deliverable?

+

OWNER
Who is responsible?

+

DEADLINE
By when?

ACTION + OUTPUT + OWNER + DEADLINE

INSTEAD OF...

✗ Marketing needs improvement.

BETTER ACTION ITEM

✓ Anna will revise the social media campaign proposal and send Version 2 to the team by Friday at 3 p.m.

ACTION ITEM CHECKLIST

CHECK	CRITERIA	WHY IT MATTERS	EXAMPLE
✓	Clear Action	Everyone knows exactly what to do.	Revise the proposal
✓	Specific Output	The deliverable is clear and measurable.	Version 2 of the proposal
✓	Named Owner	Accountability is assigned.	Anna
✓	Realistic Deadline	Creates urgency and follow-through.	Friday at 3 p.m.
✓	Confirmed	Everyone agrees before closing.	Yes, confirmed.

CONFIRM BEFORE CLOSING

Can we confirm the action item?

Yes, I will take ownership.

- ✓ Is the action clear?
- ✓ Is the output clear?
- ✓ Is the owner agreed?
- ✓ Is the deadline realistic?
- ✓ Are we all aligned?

THE RESULT OF GREAT ACTION ITEMS

Clear direction

➔

Strong accountability

➔

Faster progress

➔

Better results

★ KEY TAKEAWAY

Decisions create direction.
Action items create **movement**.

DECISION

➔

ACTION

➔

OWNER

➔

DEADLINE

➔

CONFIRM

➔

RESULT

13. Activity 9 — The 60-Second Meeting Summary

Mission

End a meeting so everyone leaves with the **same understanding**.

Students receive 60 seconds to summarize:

 **KEY POINT**

 **DECISION**

 **ACTION**

 **OWNER**

 **DEADLINE**

 **NEXT STEP**

Summary Formula

KEY POINTS → DECISIONS → ACTIONS → OWNERS → DEADLINES → CONFIRM

The source emphasizes concise summaries, logical structure, clear action items, and verification that everyone agrees with the summary.

Final Check

“Does that accurately reflect what we've agreed?”



ACTIVITY 9 – THE 60-SECOND MEETING SUMMARY



MISSION: End a meeting so everyone leaves with the same understanding.

WHAT IS THE 60-SECOND SUMMARY?

A short, logical summary at the end of the meeting so everyone leaves aligned and confident.



KEY POINT

What are the main points we discussed?



DECISION

What decisions did we make?



ACTION

What actions need to be done?



OWNER

Who is responsible?



DEADLINE

By when?



NEXT STEP

What happens next?



You have 60 seconds.
Be clear. Be concise. Be complete.

EXAMPLE: 60-SECOND MEETING SUMMARY



Here's our 60-second summary.



KEY POINT:

We discussed the new social media campaign, budget, timeline, and target audience.



DECISION:

We agreed to launch the campaign on 15 October.



ACTIONS:

- Revise the campaign proposal
- Prepare the budget
- Create the content plan



OWNERS:

- Anna
- Ben
- Cara



DEADLINES:

- Fri 3:00 p.m.
- Wed
- Next Mon



NEXT STEP:

Anna will send Version 2 of the proposal by Friday at 3 p.m.



Does everyone agree with this summary?

SUMMARY FORMULA



KEY POINTS → DECISIONS → ACTIONS →
OWNERS → DEADLINES → CONFIRM

THE POWER OF A GOOD SUMMARY



TIPS FOR A GREAT 60-SECOND SUMMARY



Speak clearly and confidently.



Stay within 60 seconds.



Include only what matters.



1 — Follow the formula.



Use short, simple sentences.



Pause and check for agreement.

QUICK STRUCTURE

Key Points	~ 15 sec
Decisions	~ 10 sec
Actions	~ 15 sec
Owners	~ 10 sec
Deadlines	~ 5 sec
Next Step & Confirm	~ 5 sec

Total: 60 seconds

FINAL CHECK



"Does that accurately reflect what we've agreed?"



YES

Great! Let's move forward.



SOME CLARIFICATION

Let's clarify a few points before we end.



NOT ACCURATE

Let's correct the summary together.



LEARNING MESSAGE

A concise summary turns discussion into clear action and shared commitment.

WALK OUT WITH ONE THING:

Everyone knows what we decided, who will do what, and by when.



KEY TAKEAWAY

A great summary is the bridge between meeting and results.



KEY POINTS → DECISIONS → ACTIONS → OWNERS → DEADLINES → CONFIRM



SUCCESSFUL OUTCOME

14. Activity 10 — Meeting-to-Action Mission

Final Team Challenge

Each team draws one **Creative Business Meeting Scenario Card**.

Scenario A — MARKETING CAMPAIGN

Choose between two campaign concepts.

Scenario B — WEBSITE REDESIGN

Discuss competing design approaches.

Scenario C — PRODUCT LAUNCH

Resolve a problem affecting the launch.

Scenario D — CLIENT PROJECT

Respond to a client's requested changes.

Scenario E — TEAM CONFLICT

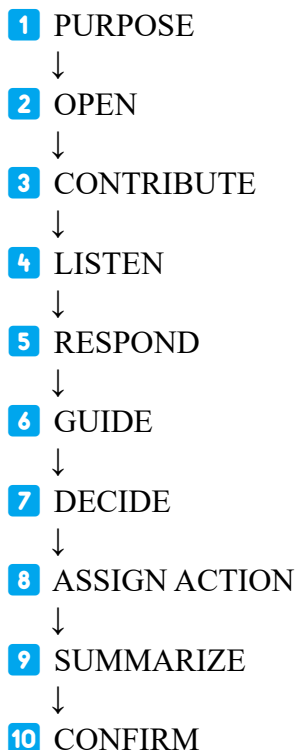
Resolve disagreement over project direction.

Scenario F — CREATIVE PITCH

Select the strongest idea for a client presentation.

These closely reflect the practice contexts recommended in the original source, including brainstorming, website redesign, project updates, managing dominant speakers, conflict resolution, and virtual meetings.

Teams must demonstrate the complete process:





ACTIVITY 10 – MEETING-TO-ACTION MISSION



FINAL TEAM CHALLENGE: Turn a meeting into real results!



Each team draws **ONE** Creative Business Meeting Scenario Card.
Work together to move from **discussion** to **action** and deliver results!

CREATIVE BUSINESS MEETING SCENARIO CARDS

SCENARIO A

MARKETING CAMPAIGN



Choose between two campaign concepts.

SCENARIO B

WEBSITE REDESIGN



Discuss competing design approaches.

SCENARIO C

PRODUCT LAUNCH



Resolve a problem affecting the launch.

SCENARIO D

CLIENT PROJECT



Respond to a client's requested changes.

SCENARIO E

TEAM CONFLICT



Resolve disagreement over project direction.

SCENARIO F

CREATIVE PITCH



Select the strongest idea for a client presentation.



YOUR MISSION

- ☒ Work as a team.
- ☒ Follow the full meeting-to-action process.
- ☒ Make decisions.
- ☒ Assign clear actions.
- ☒ Leave with shared understanding and next steps.



★ SUCCESS CRITERIA

- ☒ We stated a clear purpose.
- ☒ We opened the meeting with purpose, agenda, and outcome.
- ☒ Everyone contributed ideas with reasons.
- ☒ We listened actively and built on each other's ideas.
- ☒ We responded respectfully (agree, build, or challenge).
- ☒ We guided the discussion and managed time fairly.
- ☒ We made a clear decision.
- ☒ We created action items with owner and deadline.
- ☒ We summarized the meeting in 60 seconds.
- ☒ We confirmed understanding before we closed.



THE COMPLETE MEETING-TO-ACTION PROCESS

1



PURPOSE

Why are we meeting?

2



OPEN

Welcome, agenda, outcome.

3



CONTRIBUTE

Share ideas with reasons.

4



LISTEN

Listen actively and take notes.

5



RESPOND

Agree, build, or challenge.

6



GUIDE

Keep discussion focused and fair.

7



DECIDE

Reach agreement on the decision.

8



ASSIGN ACTION

Define actions, owners, deadlines.

9



SUMMARIZE

Give the 60-second summary.

10



CONFIRM

Check understanding and agreement.

EXAMPLE ACTION ITEM

ACTION: Revise campaign proposal

OUTPUT: Version 2 of proposal

OWNER: Anna

DEADLINE: Friday 3:00 p.m.



LEARNING MESSAGE

Great meetings don't end with talk—they end with action.



Every good meeting moves the team **forward!**



15. The 90-Second Meeting Performance Challenge

For Week 13, I recommend keeping the **90-second individual challenge** established in Week 12.

Final Individual Mission

Students receive a workplace meeting situation.

30 seconds — UNDERSTAND

30 seconds — RESPOND

30 seconds — CLOSE

They must demonstrate:

 **PURPOSE**

“The purpose of today's discussion is...”

 **CONTRIBUTION**

“From my perspective... because...”

 **RESPONSE**

“I understand your point; however...”

 **DECISION**

“So, we've agreed that...”

 **ACTION**

“Anna will... by...”

 **CONFIRM**

“Does everyone agree with these next steps?”

Performance Rules

 **Clarity** ·  **Listening** ·  **Contribution** ·  **Respect** ·  **Reasoning** · 

Decision ·  **Action** ·  **Summary**



THE 90-SECOND MEETING PERFORMANCE CHALLENGE



FINAL INDIVIDUAL MISSION: Show what you can do in a real workplace meeting!



You will receive a
WORKPLACE MEETING SITUATION.



Your challenge:

Lead a mini-response in just **90 seconds** using professional meeting language and behavior.



Think.
Speak.
Lead.
Create impact.

THE 90-SECOND STRUCTURE

**0:00 – 0:30
UNDERSTAND**



Listen carefully.
Clarify the goal.
Identify the key points.



**0:30 – 1:00
RESPOND**



Share your idea.
Add reasons or evidence.
Respond to others.



EXAMPLE IN 90 SECONDS

**0:00 – 0:30
UNDERSTAND**



"The purpose of today's discussion is to choose the best campaign concept for our product launch."

**0:30 – 1:00
RESPOND**



"From my perspective, Concept B would connect better with our target audience because the message is simpler and more memorable."

"I understand your point; however, I'm concerned about the budget impact. Could we adjust the plan to stay within budget?"

**1:00 – 1:30
CLOSE**



"So, we've agreed to move forward with Concept B."

"Anna will revise the campaign proposal and send Version 2 to the team by Friday 3 p.m."

"Does everyone agree with these next steps?"



MEETING COMPLETE!

Clear decisions. Clear actions.
Clear direction.

WHAT YOU MUST DEMONSTRATE



PURPOSE

"The purpose of today's discussion is..."

Start by stating why we are meeting.



CONTRIBUTION

"From my perspective... because..."

Share an idea with a reason or evidence.



RESPONSE

"I understand your point; however..."

Acknowledge others and offer a different or additional perspective.



DECISION

"So, we've agreed that..."

Confirm the group decision clearly.



ACTION

"Anna will... by..."

Assign a specific action, owner, and deadline.



CONFIRM

"Does everyone agree with these next steps?"

Check for agreement and close the loop.

PERFORMANCE RULES



CLARITY

Speak clearly and simply.



LISTENING

Listen actively and attentively.



CONTRIBUTION

Add value to the discussion.



RESPECT

Acknowledge and respect others.



REASONING

Use reasons or evidence to support ideas.



DECISION

Help the group reach clear decisions.



ACTION

Assign actions with owners and deadlines.



SUMMARY

Summarize and confirm next steps.

TIPS FOR SUCCESS

- ★ Stay calm and confident.
- ★ Use the formulas to guide you.
- ★ Listen first, then speak.
- ★ Be concise, respectful, and solution-focused.

YOU WILL BE EVALUATED ON:



Content + Communication + Collaboration

REMEMBER



You don't need more time.
You need the right approach.
Lead the meeting.
Create the result.



YOUR GOAL: Turn 90 seconds into real impact.



UNDERSTAND



RESPOND



DECIDE



ACTION



CONFIRM



SUCCESS

16. Peer Feedback — 2 Stars + 1 Fix ★

★ STAR 1 — CONTRIBUTION

One contribution that helped the meeting move forward was...

★ STAR 2 — COLLABORATION

One phrase or behavior that supported professional collaboration was...

🔧 ONE FIX

One thing that could make the meeting more productive is...

Feedback Rule

Clear. Specific. Constructive. Respectful.

PEER FEEDBACK — 2 STARS + 1 FIX

Give feedback that helps your teammates grow and our meetings improve.

★ STAR 1 — CONTRIBUTION

One contribution that helped the meeting move forward was...

EXAMPLES

- ★ You shared a clear idea with reasons.
- ★ You added helpful details to the discussion.
- ★ You offered a practical suggestion.
- ★ You helped us see another perspective.

★ STAR 2 — COLLABORATION

One phrase or behavior that supported professional collaboration was...

EXAMPLES

- ★ You listened and acknowledged others.
- ★ You invited someone who hadn't spoken.
- ★ You built on others' ideas respectfully.
- ★ You used polite and encouraging language.

🔧 ONE FIX

One thing that could make the meeting more productive is...

EXAMPLES

- 🔧 We could give more time for others to speak.
- 🔧 We could stay more focused on the topic.
- 🔧 We could summarize decisions more clearly.
- 🔧 We could manage our time more effectively.

FEEDBACK RULE

Clear. Specific. Constructive. Respectful.

CLEAR

Be easy to understand.

SPECIFIC

Give a real example.

CONSTRUCTIVE

Focus on how to improve.

RESPECTFUL

Be kind and professional.

SIMPLE FEEDBACK FRAMEWORK

STAR 1

Contribution
(What helped us move forward?)

STAR 2

Collaboration
(What supported our teamwork?)

ONE FIX

Improvement
(What could make us even better?)

THANK YOU

Appreciate and encourage your teammate.

TIPS FOR GREAT FEEDBACK

- ✓ Speak from your own experience.
- ✓ Focus on behaviors, not personalities.
- ✓ Offer ideas, not just problems.
- ✓ End with encouragement.

★ OUR GOAL:

Build better meetings. Build stronger teams.

Feedback today = Better meetings tomorrow.

17. Think Before You CLOSE 🔍 📄

For Week 13, I recommend a memorable:

6C Meeting Check

Check	Student Question
Clear Purpose	Did everyone understand why we met?
Contribution	Did people have opportunities to contribute?
Constructive	Did we respond respectfully to different views?
Conclusion	Did we reach a clear decision or outcome?
Commitment	Does each action have an owner and deadline?
Confirmed	Does everyone share the same understanding?

Golden Rule

Never end a professional meeting without knowing what was decided and what happens next.

PEER FEEDBACK — 2 STARS + 1 FIX

Give feedback that helps your teammates **grow** and our meetings **improve**.

★ STAR 1 — CONTRIBUTION

One contribution that helped the meeting **move forward** was...

EXAMPLES

- ★ You shared a clear idea with reasons.
- ★ You added helpful details to the discussion.
- ★ You offered a practical suggestion.
- ★ You helped us see another perspective.

★ STAR 2 — COLLABORATION

One phrase or behavior that supported professional collaboration was...

EXAMPLES

- ★ You listened and acknowledged others.
- ★ You invited someone who hadn't spoken.
- ★ You built on others' ideas respectfully.
- ★ You used polite and encouraging language.

🔧 ONE FIX

One thing that could make the meeting **more productive** is...

EXAMPLES

- 🔧 We could give more time for others to speak.
- 🔧 We could stay more focused on the topic.
- 🔧 We could summarize decisions more clearly.
- 🔧 We could manage our time more effectively.

FEEDBACK RULE

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SIMPLE FEEDBACK FRAMEWORK

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(What supported our teamwork?)

ONE FIX
Improvement
(What could make us even better?)

THANK YOU
Appreciate and encourage your teammate.

TIPS FOR GREAT FEEDBACK

- ✓ Speak from your own experience.
- ✓ Focus on behaviors, not personalities.
- ✓ Offer ideas, not just problems.
- ✓ End with encouragement.

★ OUR GOAL: Build **better** meetings. Build **stronger** teams.

Feedback today = Better meetings tomorrow.

18. Metro Passport — Station 13

Self-Check: I CAN...

Capability	Not Yet	Almost	Yes!
Explain the purpose of a meeting	○	○	★
Open a meeting professionally	○	○	★
Express my opinion clearly	○	○	★
Give reasons for my opinion	○	○	★
Agree professionally	○	○	★
Disagree respectfully	○	○	★
Ask for clarification	○	○	★
Listen and respond to others	○	○	★
Help manage participation	○	○	★
Identify decisions	○	○	★
Formulate clear action items	○	○	★
Summarize a meeting	○	○	★
Confirm next steps	○	○	★
Participate effectively in a professional meeting	○	○	★

Capability Badge

MEETING COLLABORATION BUILDER



METRO PASSPORT

Small Steps. Big Skills. A Brighter Future.

STATION 13



Next Station...
Your Success!



Self-Check: I CAN...

Check your confidence and see your progress!

Capability	Not Yet 	Almost 	Yes! 	
 1. Explain the purpose of a meeting	☐	☐	☐	★
 2. Open a meeting professionally	☐	☐	☐	★
 3. Express my opinion clearly	☐	☐	☐	★
 4. Give reasons for my opinion	☐	☐	☐	★
 5. Agree professionally	☐	☐	☐	★
 6. Disagree respectfully	☐	☐	☐	★
 7. Ask for clarification	☐	☐	☐	★
 8. Listen and respond to others	☐	☐	☐	★
 9. Help manage participation	☐	☐	☐	★
 10. Identify decisions	☐	☐	☐	★
 11. Formulate clear action items	☐	☐	☐	★
 12. Summarize a meeting	☐	☐	☐	★
 13. Confirm next steps	☐	☐	☐	★
 14. Participate effectively in a professional meeting	☐	☐	☐	★



★ CAPABILITY BADGE

Better Meetings.
Stronger Teams.
Greater Impact.



Good collaboration
builds **great ideas.**





LEARN



PRACTICE



IMPROVE



ACHIEVE

Metro Passport
Your Skills Journey

19. Evidence of Learning

Week 13 should again avoid relying on a quiz alone. The source itself emphasizes **active practice in simulated meetings** as the best way to develop these skills.

Evidence	Capability Demonstrated
 Meeting Problem Card	Identify ineffective meeting communication
 Purpose Card	Establish a clear meeting purpose
 Opening Script	Open a meeting professionally
 Contribution Card	Express an opinion with reasons
 Response Language Card	Agree and disagree respectfully
 Listening Evidence	Listen and respond meaningfully
 Participation Map	Support balanced discussion
 Decision Card	Identify and confirm decisions
 Action Register	Assign actions, owners, and deadlines
 Meeting Summary	Summarize outcomes and next steps
 Meeting Performance	Collaborate effectively in a professional meeting

When all pieces come together:

MY PROFESSIONAL MEETING PORTFOLIO

This creates **visible evidence of capability**, not merely evidence that students remember vocabulary.



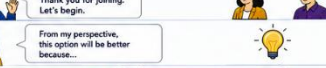
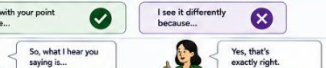
METRO STATION 13

EVIDENCE OF LEARNING

Week 13 is about **DOING**, not just knowing. Practice in simulated meetings creates real capability.



YOUR MEETING PORTFOLIO

EVIDENCE	CAPABILITY DEMONSTRATED							
 Meeting Problem Card	Identify ineffective meeting communication							
 Purpose Card	Establish a clear meeting purpose							
 Opening Script	Open a meeting professionally							
 Contribution Card	Express an opinion with reasons							
 Response Language Card	Agree and disagree respectfully							
 Listening Evidence	Listen and respond meaningfully							
 Participation Map	Support balanced discussion							
 Decision Card	Identify and confirm decisions							
 Action Register	Assign actions, owners, and deadlines	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f1c40f;"> <th>ACTION</th><th>OWNER</th><th>DEADLINE</th></tr> </thead> <tbody> <tr> <td>Revise marketing plan (V2)</td><td>Anna</td><td>Friday, 3 p.m.</td></tr> </tbody> </table>	ACTION	OWNER	DEADLINE	Revise marketing plan (V2)	Anna	Friday, 3 p.m.
ACTION	OWNER	DEADLINE						
Revise marketing plan (V2)	Anna	Friday, 3 p.m.						
 Meeting Summary	Summarize outcomes and next steps	- Key Decision: Launch on 15 October - Actions: 3 items - Next Step: Follow up on Friday 						
 Meeting Performance	Collaborate effectively in a professional meeting	 Great teamwork! We achieved our goal together.						



WHEN ALL PIECES COME TOGETHER:
MY PROFESSIONAL MEETING PORTFOLIO
 This is visible evidence of capability—not just vocabulary.

PREPARE • ENGAGE • COLLABORATE • DECIDE • ACT • DELIVER



READY FOR REAL WORKPLACE MEETINGS!
 PRACTICED
 REFLECTED
 IMPROVED

20. Week 13 Capability Map

WEEK 13

MEETING COLLABORATION BUILDER



PURPOSE



OPEN



CONTRIBUTE



LISTEN



RESPOND



GUIDE



DECIDE



ASSIGN ACTION



SUMMARIZE



FOLLOW THROUGH



PROFESSIONAL MEETING

COLLABORATION



MEETING COLLABORATION
BUILDER

Final Message

“A productive meeting does not end with discussion. It ends with shared understanding, clear decisions, and agreed action.”

Metro Station 13

**Open Clearly. Contribute Confidently. Listen Respectfully. Decide Together.
Leave with Action.**

 **Station 13 Completed — MEETING COLLABORATION BUILDER**



WEEK 13 MEETING COLLABORATION BUILDER

YOUR JOURNEY THIS WEEK

Professional meetings are a journey.
Follow the map.
Build the skills.
Create results.



SUCCESS STARTS WITH PURPOSE

Every great meeting has a reason, a plan, and a shared outcome.



GREAT MEETINGS CREATE VALUE

- Save time
- Build trust
- Spark ideas
- Drive decisions
- Deliver results



WHAT GREAT MEETINGS LOOK LIKE



Everyone knows why we're here.



Everyone has a voice.



Everyone listens and respects.



We decide together.



Actions are clear. Owners are ready. Deadlines are set.



Everyone leaves with clarity and confidence.

FINAL MESSAGE

“ A productive meeting does not end with discussion. It ends with **shared understanding**, **clear decisions**, and **agreed action**. ”



Open **Clearly**. Contribute **Confidently**. Listen **Respectfully**.
Decide **Together**. Leave with **Action**.



STATION 13 COMPLETED

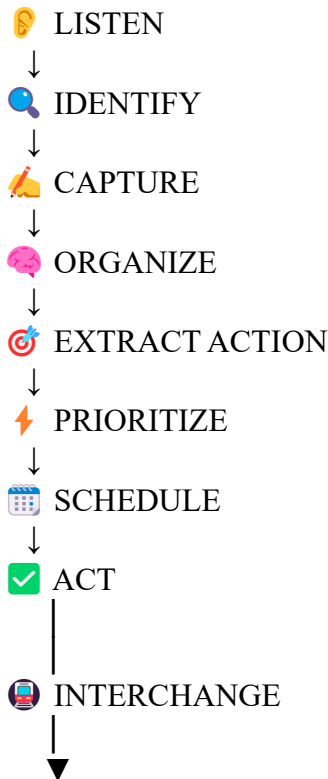
★ MEETING COLLABORATION BUILDER ★

21. Capability Bridge: Week 12 → Week 13 🚂

This is, in my view, the **most important conceptual connection** for Week 13.

WEEK 12 — 📋 INFORMATION-TO-ACTION BUILDER

“I can capture important information, organize it clearly, and turn it into an effective work plan.”



WEEK 13 — 🤝 MEETING COLLABORATION BUILDER

“I can work with others in a professional meeting to turn discussion into decisions and action.”



 **SUMMARIZE**



 **FOLLOW THROUGH**

The conceptual progression becomes very natural:

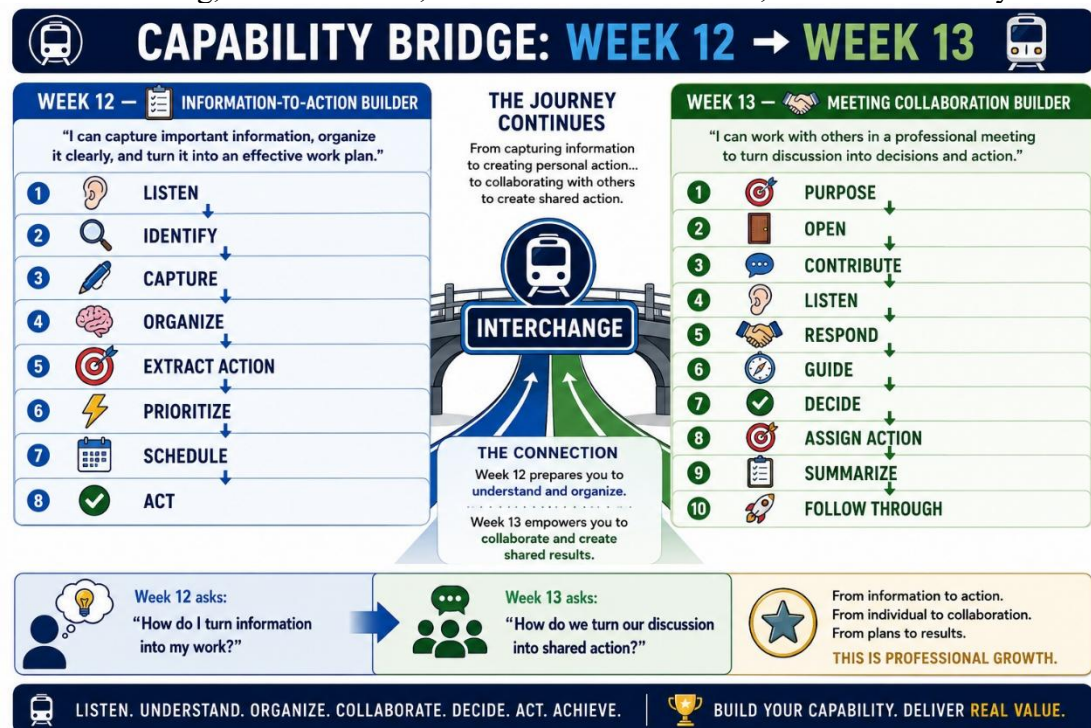
Week 12 asks:

“How do I turn information into my work?”

Week 13 asks:

“How do we turn our discussion into shared action?”

This also directly reflects the Week 13 source's emphasis on meeting discussion, decision-making, summarization, action-item identification, and accountability.



22. Capability Progression: Week 6 → Week 13

The course now develops as a continuous professional-capability journey:

WEEK 6 —  PURPOSE & DRIVE BUILDER

“I know what I want to achieve and can communicate my determination.”



WEEK 7 —  BUSINESS PLAN BUILDER

“I can turn my goal into a business plan and explain it.”



WEEK 8 —  INFORMATION EXCHANGE BUILDER

“I can ask, answer, clarify, and confirm information with other people.”



WEEK 9 —  DIGITAL COMMUNICATION BUILDER

“I can communicate professionally in digital environments.”



WEEK 10 — BUSINESS EMAIL BUILDER

"I can write clear and professional business emails that lead to action."

**WEEK 11 — SCHEDULE COORDINATION BUILDER**

"I can coordinate time and appointments professionally."

**WEEK 12 — INFORMATION-TO-ACTION BUILDER**

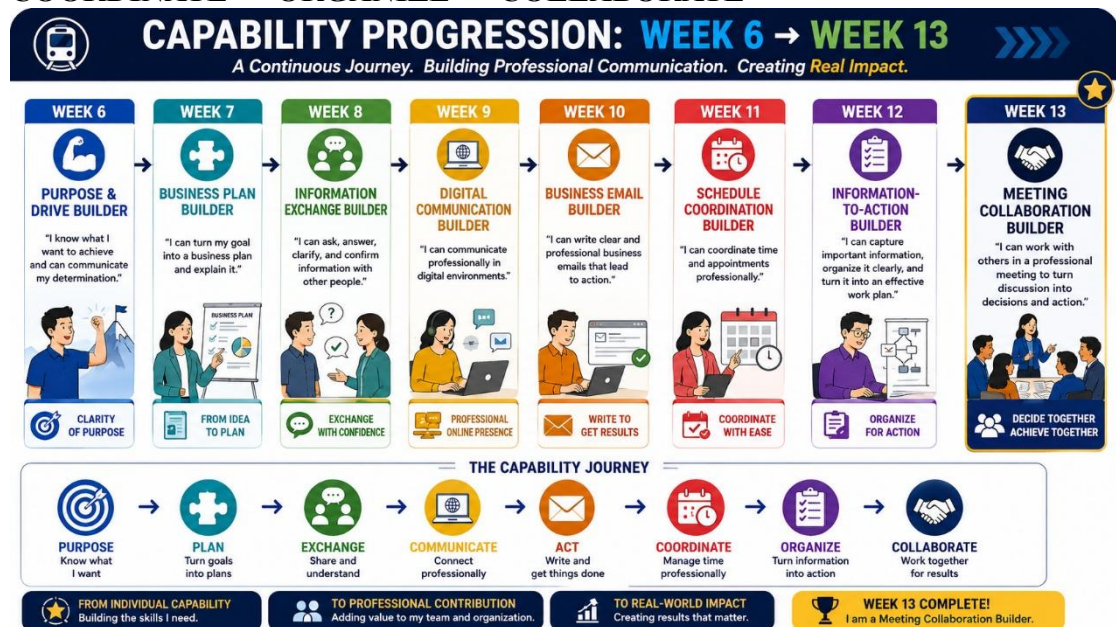
"I can capture important information, organize it clearly, and turn it into an effective work plan."

**WEEK 13 — MEETING COLLABORATION BUILDER**

"I can work with others in a professional meeting to turn discussion into decisions and action."

Therefore, the capability progression becomes:

**PURPOSE → PLAN → EXCHANGE → COMMUNICATE → ACT →
COORDINATE → ORGANIZE → COLLABORATE**

**23. WEEK 13 LEARNING LOGIC**

The entire week can finally be reduced to one student-friendly sequence:

 **PURPOSE** →  **OPEN** →  **CONTRIBUTE** →  **LISTEN** → 
RESPOND →  **GUIDE** →  **DECIDE** →  **ACTION** → 
SUMMARIZE →  **FOLLOW THROUGH**

This is fully aligned with the source's expected progression from initiating meetings, through active and respectful participation, to summarizing outcomes and identifying action items.

But for first-year students, I would make the **Metro identity** even simpler:

 **OPEN** → **DISCUSS** → **DECIDE** → **ACT**

And the central message of Week 13 should be:

“Do not join a meeting just to talk. Help the group understand the issue, hear different ideas, make a decision, and leave knowing what happens next.”

That gives **Metro Station 13** a very distinct role in the course:

Week 11: coordinate people + time



Week 12: organize information + tasks



Week 13: coordinate people + ideas + decisions + action

This makes Week 13 a genuine **Meeting Collaboration Builder**, rather than simply another English lesson about “Language in Meetings.”

