

_____ Team Working Agenda

Date:

Time/Location:

Materials to bring to meeting:

CDT Members: (during the meeting, check off those present)

Goals/Outcomes:

Meeting Norms:

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Roles:

- Facilitator:
- Recorder:
- Timekeeper:
- Norms-minder:
- Data Manager:

Topic for Discussion	Minutes
Opening: Review norms and agenda items, recap last meeting actions (3 minutes)	
Additions/Corrections: (3 minutes)	
Outcomes for Today's Meeting: (2 minutes)	
Celebrations (3 minutes)	
Action Item 1: (Should include a review of current, relevant data - 10 - 15 minutes)	
Action Item 2: (Should include discussion of instructional teaching/learning practice - 10 - 15 minutes)	
Action Item 3: (Should include discussion for creating/analyzing/revising common formative assessment - 10 - 15 minutes)	
Recap and Next Steps: (10 minutes) <ul style="list-style-type: none"> • What did we learn from our meeting today? • What action do we need to take? Who/what/when/how? • When are we meeting next? What additional topics need to be included on our next agenda? 	
Meeting Process Reflection. How did our collaborative data team meeting go? What do I need to do differently to have a more efficient and effective team?	



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3rd Grade Team Working Agenda

Date: Month, Day, Year

Time/Location: 2:00/Conference Room

Materials to bring to meeting: Math Chapter 3 Pre-Assessment Data

CDT Members: (during the meeting, check off those present)

Mary x Susan X
John X Lauren X

Goals/Outcomes: Analyze Chapter 3 Pre-Assessment Data and Organize flexible Groups

Meeting Norms:

- Begin and end on time
- Be an active listener- open to new ideas
- Be an engaged participant
- Use electronics respectfully

Roles:

- Facilitator: Lauren
- Recorder: Susan
- Timekeeper: John
- Norms-minder: Mary
- Data Manager: John

Topic for Discussion	Minutes
Opening: Review norms and agenda items, recap last meeting actions (3 minutes)	All actions completed
Additions/Corrections: (3 minutes)	
Outcomes for Today's Meeting: (2 minutes)	Decide strategies for teaching chapter 3
Celebrations (3 minutes)	90% of 3rd graders proficient on Math Chapter 2
Action Item 1: (Should include a review of current, relevant data - 10 - 15 minutes)	Misconceptions found: Believing fractions' numerators and denominators can be treated as separate whole numbers. Failing to find common denominator.
Action Item 2: (Should include discussion of instructional teaching/learning practice - 10 - 15 minutes)	Lauren—work with those already at proficient level to begin mixed number addition/subtraction. Susan—Work with group failing to find common denominator and connect to unit on multiples. John and Mary—Work with small intervention groups.
Action Item 3: (Should include discussion for creating/analyzing/revising common formative assessment - 10 - 15 minutes)	Questions 3 and 7 on Pre-Assessment were confusing. Need to replace those for the Post-Assessment.
Recap and Next Steps: (10 minutes) <ul style="list-style-type: none"> • What did we learn from our meeting today? • What action do we need to take? Who/what/when/how? • When are we meeting next? What additional topics need to be included on our next agenda? 	30% of students at Proficient on Pre-Assessment. 50% are on target to meet proficient level. 20% will need intervention to get there. Flexible groups decided for Math instruction. Lauren will find replacement questions for 3 and 7.. Next Meeting—Next MM/DD
Meeting Process Reflection. How did our collaborative data team meeting go? What do I need to do differently to have a more efficient and effective team?	All need to have Assessments graded before meeting to allow more time for discussion



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