**\_\_\_\_\_\_ Team Working Agenda**

**Date:**

**Meeting Norms:**

|  |  |
| --- | --- |
|  |  |

**Roles:**

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

**Time/Location:**

**Materials to bring to meeting**:

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

**Goals/Outcomes:**

|  |  |
| --- | --- |
| **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)**   * 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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