SAMPLE: DATA MEETING PROTOCOL

PRIOR TO THE MEETING
- Data: teachers have up-to-date data and have had time to review for discussion (Classroom Data Analysis Forms are attached)
- Tools: you will need a flip chart or whiteboard to record ideas; markers; and "parking lot" for off-agenda ideas
- Agenda: distribute in advance

INTRODUCTION (2 minutes)
- Review the purpose or goal for the meeting
- Review the norms
- Review agenda
- Facilitator commits to staying to the agenda: any off-topic ideas will be placed on the Parking Lot chart to be discussed at the end of the meeting or at a later date

SHARING IDEAS (5 minutes)
- Record these ideas where everyone can see them
- Members share successes – you may wish to use Classroom Data Analysis form
- Members identify areas where students were most improved

CHALLENGES (5 minutes)
- Record these ideas where everyone can see them
- Determine areas of highest need – you may wish to use Classroom Data Analysis form
- Identify any common areas of need between classrooms

PROPOSED SOLUTIONS (10 minutes)
- Record these ideas where everyone can see them
- Brainstorm possible solutions for challenges
- State each possible solution as a concrete, doable intervention

ACTION PLAN (10 minutes)
- Examine successful strategies from SHARING IDEAS and ideas from PROPOSED SOLUTIONS
- Select one strategy that everyone will work on between now and the next meeting
- Articulate a goal for the team
- Record the Focus Goal/SMART Goal where everyone can see

CLOSING THE MEETING (5 minutes)
- Note what went well and what was difficult during the meeting: how well did the team do based on agreed norms and goals of the meeting?
- Complete the Meeting Summary Form I *or* II

PARKING LOT (TBD)
- If time permits, the team may now address the ideas in the Parking Lot
- Any items not discussed may be placed on the agenda at a later time

Adapted from Solution Tree: Data Driven Meetings: We Can Do It in 40 Minutes by Judy Smith; www.solution-tree.com