

## \_\_\_\_\_Team Working Agenda

Date:

Time/Location:

Materials to bring to meeting:

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

Goals/Outcomes:

Meeting Norms:

- 
- 

Roles:

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

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



This work is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](https://creativecommons.org/licenses/by-nc-nd/4.0/).

## 3<sup>rd</sup> 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
<b>Opening:</b> Review norms and agenda items, recap last meeting actions (3 minutes)	<b>All actions completed</b>
<b>Additions/Corrections:</b> (3 minutes)	
<b>Outcomes for Today's Meeting:</b> (2 minutes)	<b>Decide strategies for teaching chapter 3</b>
<b>Celebrations</b> (3 minutes)	<b>90% of 3<sup>rd</sup> graders proficient on Math Chapter 2</b>
<b>Action Item 1:</b> (Should include a review of current, relevant data - 10 - 15 minutes)	<b>Misconceptions found: Believing fractions' numerators and denominators can be treated as separate whole numbers. Failing to find common denominator.</b>
<b>Action Item 2:</b> (Should include discussion of instructional teaching/learning practice - 10 - 15 minutes)	<b>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.</b>
<b>Action Item 3:</b> (Should include discussion for creating/analyzing/revising common formative assessment - 10 - 15 minutes)	<b>Questions 3 and 7 on Pre-Assessment were confusing. Need to replace those for the Post-Assessment.</b>
<b>Recap and Next Steps:</b> (10 minutes) <ul style="list-style-type: none"> <li>What did we learn from our meeting today?</li> <li>What action do we need to take? Who/what/when/how?</li> <li>When are we meeting next? What additional topics need to be included on our next agenda?</li> </ul>	<b>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</b>
<b>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?</b>	<b>All need to have Assessments graded before meeting to allow more time for discussion</b>



This work is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](https://creativecommons.org/licenses/by-nc-nd/4.0/).