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| **Instructions: High-functioning teams use notes taken by their team's producer during weekly meetings to focus their time together, to document their shared decisions, and to create a set of action steps for moving their work forward. Use the following template to create a regular record of your team's meetings.** | | |
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| **Learning Team:** Blue House | **Data Sources/Artifacts:**  Proficiency Charts, 15 Day Challenge | |  |
| **Date:** 10/28/2022 |  |
| **Members Present:** Gamez, Peinado |  |
| **Members Absent:** none |  |
| **Agenda Items:**   * Continue creating the lists of students according to the proficiency chart * Create CAV Time List * Create Stations | **Team Discussions, Conclusions, and Agreements:**  **Categorizing the students’ level of mastery according to the created proficiency chart.**  **Adding Accommodations to 15 Day Challenge** | **Actions to be Taken:**  Complete the list of students on the proficiency chart and create the list of students that require intervention.  Add student in CAV Time |  |
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| **Which core collaborative behavior does this agenda item address? (Check one.)** |  |
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| **օ General Team Tasks** |  |
| **օ Defining Essential Learning Outcomes** |  |
| **օ Developing common formative assessments** |  |
| **օ Discussing instructional strategies** |  |
| **օ Looking at student work** |  |
| **օ Reviewing and responding to data** |  |
| **օ Planning remediation or extension tasks** |  |
| **օ Other – 15 Day Challenge add accommmodations** |  |
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