Collaborative Team Agenda and Minutes

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| Team Members:  | Date:  |
| **Planning Activities** (check all that apply)

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| **Critical Question #1****What do we want our kids to know and be able to do?** |

* Curriculum Guides
* Pacing of Power or Priority Standards
* Student Friendly Learning Targets
* Assessment Design/ Planning
* Lesson Plans
* Rubric Design/ Scoring Protocols
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Critical Question #2****How will we know when they have learned it?*** Data from Common Formative Assessments
* Student Writing Samples
* Student Projects
* Rubrics
* Student Results from District or State Summative Assessments
* Teacher’s Observation and Anecdotal Evidence
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Critical Questions #3** **How will we respond when they haven’t learned it?** |

* Analysis Protocols
* Daily, Weekly and Long-Term Intervention Planning
* Time Built into the Schedule
* Recovery Plans
* Multiple Ways to Reassess
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Critical Questions #4****How will we respond when they have learned it?*** Enrichment Plans
* Extension Plans
* Student Choice
* Student Leadership Opportunities
* Community Partnerships
* Celebrations and Recognitions
 | Team Members Present:  |
| Minutes/Notes: |
| Curriculum Status Check (How is our pacing?) |
| Additional Support: |