Collaborative Team Agenda and Minutes

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