**Windsor Middle School**

**Department DDI Meeting Minutes**

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| Date: 6/24/19 | Department members: | Teacher Leader: |
| Quarter:  1 2 3   4 | Week:  3 6 10 |  |
| Reflection on Previous DDI Meeting:* How did previous action steps work?  What needs to continue? What needs to be changed?
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| Data Analyzed: |  |
| Celebration(s):* What is going well?
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| Places for Improvement: * What areas were shown to be in need of improvement?
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| Trend to address:* Of these needs, what 1 specific area will we address?
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| Reflection:* What is the reason for the trend?
* How do you know this (assessment data)?
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| Action Steps: * Who is going to do what?
* When and where will the strategies be implemented?
* Who will be impacted by these strategies?
* How will you assess your action?
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| Department/Building Goal Reflection: * How will this impact your department goal and our building goals?

**~90% of students will read at or above grade level****~90% of students will achieve math fluency at or above grade level** |  |
| What data will we analyze at our next DDI meeting? |