

DDI Meeting Minutes

Date:	Department:	Teacher Leader:
Quarter: 1 2 3 4	Week: 3 6 10	In attendance:
<u>Reflection on Previous DDI Meeting:</u> <ul style="list-style-type: none"> ● How did previous action steps work? What needs to continue? ● What needs to be changed? 		
<u>Data Analyzed:</u>		
<u>Celebration(s):</u> <ul style="list-style-type: none"> ● What is going well? 		
<u>Places for Improvement:</u> <ul style="list-style-type: none"> ● What areas were shown to be in need of improvement? 		
<u>Trend to address:</u> <ul style="list-style-type: none"> ● Of these needs, what 1 specific area will we address? 		
<u>Reflection:</u> <ul style="list-style-type: none"> ● What is the reason for the trend? ● How do you know this (assessment data)? 		
<u>Action Steps:</u> <ul style="list-style-type: none"> ● 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? 		
<u>Department/Building Goal Reflection:</u> <ul style="list-style-type: none"> ● How will this impact your department goal and our building goals? 		
What data will we analyze at our next DDI meeting?		