

Types of Team Meetings

Regular Meeting

Sample Agenda:

- Successes
- Concerns
- Strategies
- Lesson Plans

Data Meeting

Sample Agenda:

- Share Sorted Data
- Analyze (Data) to Prioritize
- Set a SMART Goal
- Select Strategies for Areas of Concern or Probable Misconception
- Set Results Indicators

Tuning Protocol ([Six Steps of the Tuning Protocol](#))

Sample Agenda:

- Presenter Shares Lesson and Poses Question
- Group Offers Suggestions

Unit Planning

Sample Agenda or Tasks:

- Identifying standards and learning targets
- Planning summative assessment to address targets
- Planning pre- or mid-assessment
- Planning formative assessments
- Identifying chunks for scaffolding information; preparing a

Meeting Date: *

MM DD YYYY

/ / 2018

Members Present: *

Your answer

Members Absent:

Your answer

Type of Meeting *

Refer to sample agenda outlines on the left-hand side of the screen.

- Regular Meeting
- Data Meeting
- Tuning Protocol
- Unit Planning

NEXT

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