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| **Grade Level:** |  |
| **Date and time:** |  |
| **Members present:** |  |
| **Members absent:** |  |
| **Roles:** | * Facilitator -
* Recorder -
* Data and Assessment -
* Time Keeper -
 |
| **Our norms:**  |  |
| **Today’s main goal:**  |  |
| **Question 1:****What are our students learning?**  | * Unit/Essential Outcomes
* Pre-tests
* Review lesson plans for week
* Review learning targets
* Discuss strategies
 |
| **Question 2:** **How do we know they got it?** | * Create common assessments
* Discuss formative assessment strategies
* Review/discuss assessment data
 |
| **Question 3:** **What are we doing if they don’t get it?**  | * Discuss strategies for students who did not master it
* Intervention plan
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| **Question 4:****What are we doing if they already know it?**  | * Discuss strategies for enrichment
* Create differentiation activities
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| **To do list:**  |  |