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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 |
| **Question 4:**  **What are we doing if they already know it?** | * Discuss strategies for enrichment * Create differentiation activities |
| **To do list:** |  |