

## Sample Structure for a Data Meeting in 40 Minutes or Less

BEFORE	DURING	AFTER
<ul style="list-style-type: none"> <li>• <b>Establish Data Team Norms</b></li> <li>• <b>Establish Data Team Roles and Responsibilities</b> (e.g. facilitator, time keeper, recorder. Note that roles will rotate)</li> <li>• <b>Ensure that each team member brings and has reviewed their data <i>ready for discussion</i></b></li> <li>• <b>Prepare/Distribute Data Analysis Protocol in advance</b> (guiding questions for data analysis)</li> <li>• <b>Secure Tools and/or Equipment Needed</b> – How will we chart ideas? (idea: shared digital document) Chart for Parking Lot</li> </ul>	<p><b>INTRODUCTION</b> (2 minutes):</p> <ul style="list-style-type: none"> <li>• <b>Review Meeting and Data Norms</b></li> <li>• <b>Determine Roles</b></li> <li>• <b>Review Parking Lot Rules</b> (any off-topic ideas that will be discussed at end of meeting or later date)</li> <li>• <b>Review Data Analysis Protocol</b></li> </ul> <div style="border: 2px solid black; padding: 5px; background-color: #e1bee7;"> <p><b>SHARING IDEAS/STRENGTHS</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>• What targets/essential standards do students know?</li> <li>• For each standard or target, determine the students who were proficient or above, by teacher and by team</li> <li>• What were successful instructional strategies/practices? <b>WRITE IT DOWN</b></li> </ul> <p><b>OPPORTUNITIES</b> (5 minutes):</p> <ul style="list-style-type: none"> <li>• What targets/essential standards do students not know?</li> <li>• For each standard or target, determine the students who were below proficient by teacher and by team</li> <li>• Identify common misconceptions in student work – <b>WRITE IT DOWN</b></li> </ul> <p><b>PROPOSED SOLUTIONS</b> (10 minutes):</p> <ul style="list-style-type: none"> <li>• Brainstorm possible instructional strategies for re-engagement – <b>WRITE IT DOWN</b></li> </ul> <p><b>PLANNED RESPONSE TO THE DATA</b> (10 minutes):</p> <ul style="list-style-type: none"> <li>• Examine successful strategies from SHARING IDEAS and ideas from PROPOSED SOLUTIONS</li> <li>• Commit to a plan of action (e.g. select one strategy that everyone will work on between now and next meeting, grouping students for intervention and enrichment, etc.) – <b>WRITE IT DOWN</b></li> <li>• How will we know if students learned it? What is the plan for re-assessment? <b>WRITE IT DOWN</b></li> </ul> </div> <p><b>CLOSING THE MEETING</b> (5 minutes):</p> <ul style="list-style-type: none"> <li>• What went well and what was difficult during the meeting?</li> <li>• How well did the team do based on agreed upon norms and goals of the meeting?</li> </ul>	<p><b>PARKING LOT</b> (TBD): If time permits, team addresses “Parking Lot” items</p>