

Team Meeting Agenda:

Date:

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| Team Members Present: | Norms: |
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| Roles: |
| Facilitator: Recorder: Time Keeper: |

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| Possible Topics for Meeting <ul style="list-style-type: none">• Identify specific essential standard to unpack• Design an explicit lesson or series of lessons• Develop a common formative assessment• Analyze student work• Differentiate Instruction/ determine strategies or interventions and extensions | Purpose/Goal for THIS meeting: |
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| Discussion/Decision Summary: |
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What follow-up is needed based on the information shared at this meeting?

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| Action Steps and Person Responsible: | Data to Collect and Bring to Next Meeting: |
| Agenda and Date for Next Meeting: | Reflection on Norms: |

