

Curricular Team Meeting Success Model

30 Minutes to a Successful Meeting

Team Agreements/Commitments

1. Start meeting on time (1:45 means 1:43)
2. Agree to bring your data
3. Pre-analyze your data and be ready to share what you learned from the student results:
 - ✓ What did your students do well?
 - ✓ What did they appear to struggle with?
4. Be ready to share an instructional practice and/or technique that you believe helped your students
and/or
5. Be ready to ask others for a strategy or technique to improve student results

Curricular Team Meeting Success Model

% of Time	Example	Agenda Item
5%	1 min	Over Communicate Specific EOW Objective
25%	8 min	Overall Data Impressions/Results by Team Members
30%	8 min	Instructional Strategies/Activities Discussion
30%	8 min	Discussion on how students responded to the instruction and what changes in strategies will improve student engagement and learning.
10%	5 min	“I will try”—Things you are verbally “committing” to do to revise instruction. Team recommitment to re-teaching areas of student weakness