

# Anticipation Guide: Lesson 3: The Team Organization Meeting



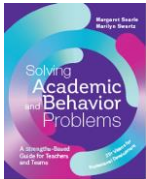
**Directions:** Before viewing the video and doing the readings write your best answer based on your current information in the “before” section. After completing the module, use the “after” column to change or add any new information to your original answers. Part of our live discussions will be sharing your new insights.

Question	Pre	Post
Name 3 tools that improve meeting efficiency and make sure all voices are heard.		
Give an example of a topic that would be “out of your circle of influence” for team meetings.		
How do strength charts help focus team discussions?		

# Lesson 3: The Team Organization Meeting

**Note-taking Directions:**

- In each of the left side boxes, note three or more things that you find interesting or important while watching the video or reading the book excerpt. Use *direct quotes, descriptions, or short summaries*.
- In the right side boxes, note your thoughts about the things you wrote on the left. *In general, these would be your own reflections, or questions.*
- **A minimum of three entries in each of the boxes** is required to fulfill the note-taking task. We will use this information as a launching point for our online discussions.



<p><b>Video 1: Team Organization Meeting: Strengthening Tier 1</b></p>	<p><b>Video: Questions or reflections</b></p>
<p>1.</p> <p>2.</p> <p>3.</p>	
<p><b>Reading 1: Relaunching the Process pp. 18 - 20</b></p>	<p><b>Reading 1: Questions or reflections</b></p>
<p>1.</p> <p>2.</p> <p>3.</p>	
<p><b>Reading 2: Team Protocols (timed agendas) pp. 13 - 19</b></p>	<p><b>Reading 2: Questions or reflections</b></p>
<p>1.</p> <p>2.</p>	

# Team Organization Meeting

<b>General Issue</b>	<b>Specific Concern</b>	<b>Meeting Focus</b> (Skill we want to see more of – see charts)	<b>Criteria For Measuring Growth</b>	<b>Start Plan</b>	<b>Stop Plan</b>

# Progress Monitoring Chart For Team Action Plan

What is being measured				How the team will collect data		
Student Name	Baseline Data	Week 1	Week 2	Week 3	Week 4	Total growth

# Lesson 3: Team Organizational Meeting



**Directions:** In each row, highlight or underline the phrases or sentences that best describe where you see yourself or your team right now. In the blank column on the right, write strategies and concepts you want to use from this module to change or fine-tune what you do.

<b>RTI/MTSS Best Practice</b>	<b>Somewhat Effective</b>	<b>Least Effective</b>	<b>My Plan For Improvement</b>
<p>My team meets regularly to design plans that all teachers use to address common academic and behavior problems of Tier 1 students.</p>	<p>My team develops plans together but we do not meet regularly. Sometimes not all teachers implement the plan.</p>	<p>I do not work with a team to develop action plans that address common tier 1 problems.</p>	
<p>My team uses efficient protocols like timed agendas and roles so we use meeting time efficiently. We produce an action plan at every meeting.</p>	<p>My team meets but we don't use structured protocols. Our meetings sometimes result in specific action plans.</p>	<p>My team spends a lot of time admiring problems and blaming others but seldom comes up with action plan.</p>	
<p>My team focuses each planning meeting on specific academic and behavior skills needed by many of our tier 1 students.</p>	<p>My team comes up with strategies but does not necessarily focus on the specific skills needed to solve the problem.</p>	<p>My job is to present my curriculum. If special skills are needed, the student needs to be referred to a special program.</p>	