

Team Planning Meeting Page 1		Date:		Form B
Purpose		Build capacity of the team to provide classroom learning opportunities for groups of struggling students.		
2 min.	Connect: What do you appreciate about this team? What do you like best about being a teacher?	This starts the conversation on a positive note. (Examples of other questions: Your best accomplishment this week; Who inspired you to become a teacher; What would you like to be known for; Your funniest school experience; Your favorite book, movie, place to visit...)		
2 min.	Focus: What outcome would be most beneficial for these students?	Concern:	Meeting focus (This is set during the organization meeting and reviewed here to focus the stories)	
9 min.	Stories: Ask the teachers to describe a time when they helped struggling students become successful at this skill. Be very specific about: 1. What did the student do 2. What you did that helped 3. What the parents did 4. What the other students did	Team’s specific success stories	How does this strategy change student thinking? (May help to refer to charts)	

Team Planning Meeting Page 2

6 min.

DATA Goal: If we apply what we know to this situation, what could happen in 4 weeks?

Do: If we teach students to _____

Achieve: We will see this outcome: _____

Time: In _____ weeks

Assessment of growth: They will improve by _____ percent

9 min.

Design: What ideas from the story are the best fit for this group of students?

Action plan for the next 4 weeks.

Ways teachers will support

Suggestions for parents

What students do for themselves

7 min

Commit: What small step will each teacher act on tomorrow to move the plan forward?

Report back in 4 weeks:

What will each person do to support the group?

How will each teacher monitor student growth?

Teacher Name

Tomorrow I will start by...

How will I support the team?

Progress monitoring

Teacher Name	Tomorrow I will start by...	How will I support the team?	Progress monitoring

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