

Collaborative Team Agenda Template

Team:	Date:
Team Members Present:	
Planning Activities (check all that apply)	Minutes (Products)
Critical question one: What do we want students to know and be able to do? <ul style="list-style-type: none"> <input type="checkbox"/> Prioritize standards. <input type="checkbox"/> Determine learning targets. <input type="checkbox"/> Design and plan assessments. <input type="checkbox"/> Plan lessons ensuring equity in classrooms. <input type="checkbox"/> Design rubrics and scoring protocols. <input type="checkbox"/> Analyze instructional strategies. 	
Critical question two: How will we know when each student has learned it? <ul style="list-style-type: none"> <input type="checkbox"/> Analyze common formative assessment data. <input type="checkbox"/> Analyze student work (student writing samples or projects). <input type="checkbox"/> Analyze student results from school, district, state, or provincial summative assessments. <input type="checkbox"/> Analyze teachers' observation and anecdotal evidence. <input type="checkbox"/> Ensure equitable scoring and calibration. 	
Critical question three: How will we respond when some students do not learn it? <ul style="list-style-type: none"> <input type="checkbox"/> Review assessments. <input type="checkbox"/> Provide meaningful feedback. <input type="checkbox"/> Analyze strategies. <input type="checkbox"/> Plan daily, weekly, and longer-term interventions. <input type="checkbox"/> Plan academic advising. 	

<p>Critical question four: How will we extend the learning for students who have demonstrated proficiency?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan extension (standards beyond essential). <input type="checkbox"/> Plan enrichment (student choice and passion projects). <input type="checkbox"/> Plan student celebrations and recognitions. 	
<p>Short-term SMART goal: Team goals are based on student academic outcomes.</p>	
<p>Stretch SMART goal: Year-long team goal tied to school goals.</p>	
<p>Additional support: Ensure interventions and extension. Plan academic advising. Other: _____</p>	
<p>Team notes:</p>	