

### Figure 1.3: Sample Team-Meeting Minutes

- We debriefed the high-cognitive-demand Mixing Juice task, discussed how each teacher introduced it, discussed students' struggles, and reviewed our collective student work. We also updated teacher notes about student solutions, how to score the solutions, and discussed practices to introduce when students don't produce the solution.
- After today's meeting, we are thinking about doing a variation of Julie's social-emotional learning activity after the first quiz, which we'll discuss at the next meeting.
- We discussed how to deal with the shortened first-term grading period. We are thinking we should stay with the plan of giving the formative cumulative exam on the Monday after the grading period ends.
- We decided that we would only spend two class periods on the end-of-unit project—one to get students started and the other to review completed projects—and have students complete the rest outside class. Alison is ordering project supplies. We made a schedule of teachers and classrooms that would be available before and after school for students who want to work on projects at school.