

Figure 5.1: Data-Inquiry Meeting Preparation Checklist

Before we conduct a data-inquiry meeting, we will accomplish the following.

- Identify the common assessment to be discussed.
- Ensure each team member administers and scores all students' assessments in a logical and feasible time frame. (All team members should administer the assessment in their classrooms within a defined and agreed-on window of time; generally, teachers each conduct the assessment within a day or two of their teammates.)
- Guarantee all team members have access to the team data-collection tool and are proficient in using it.
- Verify all team members enter data (students' results) onto the data-collection tool prior to the meeting. (Teams must be invested in using data-inquiry meeting time to analyze students' results rather than input scores or grade papers. Therefore, teams must emphasize that each teacher enter data prior to the meeting.)
- Remind teammates to bring the actual assessments (the task and students' work) to the data-inquiry meeting so teachers can refer to them in conversation.