**Windham Middle School Data Team Meeting Minutes**

**Grade \_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Facilitator:**  | **Recorder:**  | **Timekeeper:**  |

|  |  |
| --- | --- |
| In attendance |  |
| Step in the DDDM Process(double click to check box/es) | [ ]  1. Collect and chart data [ ]  2. Analyze strengths and obstacles[ ]  3. Establish goals: set, review, revise [ ]  4. Select instructional strategies [ ]  5. Determine results indicators  |
| Focus Area for Meeting | [ ]  Curriculum [ ]  Assessment [ ]  Intervention [ ]  Enrichment [ ]  EIP  |
| With Which WMS Initiative/s Did We Align?  | [ ]  Literacy [ ]  Academic Language [ ]  Non-fiction Writing [ ]  Differentiation  |
| What happened at the meeting? |  |
| Decisions Made |  |
| Student Work Reviewed |  |
| Pre-work for next meeting | **What?** | **Who?** |
|  |  |  |

**Windham Middle School Data Team Meeting Agenda**

|  |  |
| --- | --- |
| **Grade:**  | [ ]  5 [ ]  6 [ ]  7 [ ]  8 [ ]  Specials |
| **Date:**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  **Time** | **Topic** | **Pre-work** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 5 minutes | Build agenda for next meeting |  | Agenda is prepared for next meeting so that everyone knows their pre-work. |
| Next meeting date:  |  |  |