**Windham Middle School Data Team Meeting Minutes**

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

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

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

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| --- | --- | --- |
| 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**

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

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