

TEAM MEETING NOTES TEMPLATE

Date:	
Time:	
Location:	
Purpose:	

ATTENDEES (Name & Content):

e.g., Anya Munce, Gr. 6-12 Science Liaison		

AGENDA

Data Review & Analysis <i>Purpose: Review relevant student performance data to identify trends and patterns.</i>	
Type of data <i>(e.g., formative assessments, standardized tests, student work samples)</i>	
Overview of trends/patterns observed	
Key Findings: <i>Trends in student performance</i> <i>Notable strengths and weaknesses</i> <i>Evidence of achievement gaps</i> <i>Any changes from previous data cycles</i>	

Target Student Focus & Alignment with CEP Goals

Purpose: Ensure the meeting focuses on target students as outlined by the school's CEP (Comprehensive Education Plan) goals.

Identified Target Students:

- *List of students based on performance data, such as those requiring intervention or enrichment.*

Alignment with CEP Goals:

- *Specific CEP goals being addressed in this meeting (e.g., improving proficiency in certain standards, increasing engagement in specific activities)*

e.g., CEP goal reads

Instructional Practices & Strategies

Purpose: Identify instructional strategies to meet the needs of target students.

Current Strategies:

- *Overview of strategies already being implemented in the classroom*

New Instructional Practices Discussed:

- *Modeling strategies to support student engagement and understanding*
- *Proposed adjustments based on student needs*
- *Identified challenges in implementation*

Successes and Adjustments:

• <i>Highlight successes from current strategies</i> • <i>Discuss adjustments to improve instructional effectiveness</i>	
Progress Monitoring Cycles <i>Purpose: Ensure there is a clear cycle for tracking student progress and interventions.</i>	
Progress Monitoring Plan: • <i>Define frequency and methods of monitoring (e.g., weekly formative assessments, bi-weekly student check-ins)</i> • <i>Timeline for tracking and analyzing student progress</i>	
Successes in Progress Monitoring: • <i>What is working well in monitoring student progress?</i>	
Challenges in Monitoring: • <i>Areas where monitoring cycles could be improved or better implemented</i>	
Next Steps & Action Plan <i>Purpose: Outline next steps to support ongoing student achievement and improvement.</i>	
Action Items: • <i>List of action items based on meeting discussions (who will do what and by when)</i>	

• <i>Responsibility assigned to individuals or teams</i>	
Timeline: • <i>Date for completion or review of action items</i>	
Reflection & Closing <i>Purpose: Reflect on the meeting’s effectiveness and identify improvements for future meetings.</i>	
What Went Well: • <i>Key takeaways or positive outcomes from the meeting</i>	
Areas for Improvement: • <i>Suggestions to enhance future meetings or instructional practices</i>	
Next Meeting Date:	
Next Meeting Focus:	
Meeting Adjourned at:	