Sample Agenda for Weekly Meetings
Newest Meetings on Top

Roles [1]**:** Facilitator, Ally (co-facilitator/co-planner to keep the work moving in the event that the facilitator is absent), Recorder, Timekeeper, Norms/Process-checker

Norms:

- Start on time and end on time
- Presume and have positive intentions
- Speak about students and teachers as if they're in the room
- Respect each others learning edges
- Make space, take space - speak only if it improves the silence
- Honor commitments
- Balance our support with our learning and planning time

Meeting Info	Discussion Item & Notes	Action Steps What is to be accomplished? Who's Responsible? When will action be complete? (Check when complete)
Once weekly Math Team Meeting Attendees: ...	1. Facilitator or Ally: Welcome and Objective Setting (5 minutes) ● (Time-keeper: Note start-time and segment time allocations) ● Check-in theme: How will I learn more about what students are thinking? ● Review the outline for this meeting.	● ● ● ● ● ●

[1] Descriptions of team roles can be found in this document, available from https://www.brightmorningteam.com/resources/books/the-art-of-coaching-teams

	2. Whole Group: Sharing Best Practices and Lesson Experiences (5 minutes) ● Report out and document lessons learned from each teacher's individual experience teaching today or this week. ○ Quickly share impactful routines, prioritized activities, or supports used while teaching this week ○ Focus on concise, effective teaching strategies for specific lessons, activities, or challenging concepts. 3. Whole Group: Review of IM Algebra 1 Math Content (20 Minutes) ● Do Math together **(choose 1 activity and name one product that will be developed through this activity)** ○ Warm-Up or Activity (for lesson planning/inquiry) ○ Cool down (for lesson planning/inquiry) ○ Mid-Unit assessment (for unit planning) ○ End of Unit assessment (for unit planning) ● In order to… ○ anticipate student thinking from the math done, create assessing and advancing questions, and plan additional scaffolds/supports. ○ highlight any key topics for the upcoming sections/lessons 6. Facilitator or Ally: Next Steps and Action Items (5 minutes) ● Quickly summarize key takeaways and action points.	

	● Assign immediate responsibilities for incorporating shared practices or resources into upcoming lessons/sections/units. 7. Norm/Process Checker facilitated debrief (choose **one** to respond to) (5 minutes) ● Was the agenda clear? Did we follow it? Did we accomplish our goals for this meeting within the allotted time? ● Has today's team conversation helped us think about how we work with students and, if so, in what ways? If not, why not? ● Was practice shared in concrete accessible ways during this team meeting? ● What questions emerged for us as a result of today's team conversation? ● Did we hold each other accountable for the work we said we would do at our last meeting? ● Did we end the meeting with a clear direction of where we go from here?	