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**MCL Team Meeting Sample Agenda: Analyzing Student Work**

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| **Date:**  **Time:**  **Location:** | **Team:**  **Note-Taker:**  **Timekeeper:** |
| **Topic:** | **Attendees**:  **Facilitator:** |
| **Meeting Objectives:** | **Team Meeting Norms:**   1. **Keep Kids First** 2. **Be on Time** 3. **Be Engaged** 4. **Be Fully Present** |
| **To prepare for this meeting, please:** | |
| What is the assessment and primary focus for the data conversation? | |

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| **Step One: Item-Level Think-Aloud**  (5–7 minutes)  Teacher talks while collaborative partner listens   * On which two questions did two students perform the best? What do you think caused this high performance? * On which two questions did two students perform the worst? What misunderstandings are revealed here?   + What steps do students need to take to answer this question correctly?   + What practice do students need to master this standard?   + What didn’t work the first time—how did you initially teach this?   + How can you try again with the whole class or small groups? * On questions that measured the same standard, did students perform better on some then others?   + If so, what are the differences in difficulty or content between those questions?   + Why did students do better on one question than on another? * Compare similar standards:   + Do the results on one standard influence the other? |
| **Notes:** |
| **Step Two: Solution Brainstorm Discussion**  (10 minutes)  Participants share their perspectives on how to address challenges addressed by data.  *Ideas to explore:*   * **Explicit instruction:** What would I have to teach to overcome these misunderstandings? How will that teaching be different than the last time? * **Assignments/activities:** What activities/assignments will students need to practice this new skill to the point of mastery? * **Assessment/check for understanding:** Where will I build in assessment/checking for understanding during the lesson itself? |
| **Notes:** |
| **Step Three: Action Planning**  (10 minutes)   * Establish next steps to implement solutions * Create observation and follow-up plans to be set on calendar so that partners can provide feedback on action plans |
| **Notes:** |