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**MCL Team Meeting Sample Agenda: Data Analysis**

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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**
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| **To prepare for this meeting, please:**  |
| What is the assessment and primary focus for the data conversation? |

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| **Brief Background** |
| What was the student(s) asked to do? | How long did the student(s) have to do it? |
| Was the work completed independently or collaboratively? |
| **Low-Inference Observations** |
| What do you see? |
| **Interpreting the Student Work** |
| What was/were the student(s) thinking? Why? | How did the student(s) interpret the assignment? |
| What did the student(s) understand? | What did the student(s) not understand? |
| What questions do you have when you look at the work?  |
| **Classroom Implications** |
| What are the implications of this work for assessment? | What are the implications of this work for teaching? |
| What steps will the teacher take next with the student(s)? | What teaching strategies will be most effective?  |
| What are the missing elements in the student work?What kinds of assignments could provide this information? | What does this conversation make you think about in terms of your own practice?  |
| **Reflection** |
| (Presenter) What did you learn about the student(s) and the work?  | What could be improved? |