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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**
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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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| **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?
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| **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?
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| **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
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| **Notes:** |