

Results Meeting Protocol

Agenda for Teacher Teams When Looking at Interim Assessment Data

- *Identify roles:* Timer, facilitator, recorder (2 minutes)
- *Identify objective* to focus on (3 minutes unless objective is given)
- *What worked* (5 minutes) [Or: What teaching strategies did you try that worked?]
- *Chief challenges* (5 minutes)
- *Brainstorm* proposed solutions (10 minutes)
- *Reflection:* Feasibility of each idea (5 minutes)
- *Consensus* around best actions (15 minutes)
- *Put in calendar:* When will the tasks happen? When will the teaching happen? (10 minutes)

(TOTAL TIME: 55 minutes; can be adjusted for more or less time)

Brainstorming Protocol	Reflection Protocol
<ul style="list-style-type: none"> ✚ Go in order around the circle. ✚ Each person has 30 seconds to share a proposal ✚ If you do not have an idea say, "Pass." ✚ No judgments should be made. ✚ If you like the idea, when it's your turn simply say, "I would like to add to that idea by..." ✚ Even if 4-5 people pass in a row, keep going for the full brainstorming time. 	<ul style="list-style-type: none"> ✚ 1 minute—silent personal/individual reflection on the list. What is doable and what is not for each person? ✚ Go in order around the circle once. Depending on size of group, each person has 30-60 seconds to share their reflections. ✚ If a person doesn't have a thought to share say, "Pass" and come back to him/her later.

Consensus and Calendar Guidelines:

- Identify key actions from brainstorming that everyone will agree to implement.
 - Make actions as specific as possible within the limited time.
 - Identify key student-teacher guides or tasks needed to be done to be ready to teach.
- Identify who will do each task.
- Identify when each task will be done.
 - Put date for re-teaching on calendar.
- Spend remaining time developing concrete elements of lesson plan:
 - Do Nows or Bell Ringers
 - Teacher guides (for example, what questions to ask the students or how to structure the activity)
 - Student guides, homework, and so on.